



2025 OFFICE REVIEW APPLICATION

Application #: OR25-

Real Estate Assessor
900 E Broad St, Room 802
Richmond, VA 23219
Phone: (804) 646-7500
Fax: (804) 646-5686

Filing Deadline is September 30, 2024

- Applicant must be legal owner or duly authorized agent with an attached letter of authorization
- Documentation supporting the applicant’s opinion must be submitted with application (Section A and/or B on page 2)
- Income producing properties must complete Section C on page 2
- A review will result in one of four actions by the Assessor: (1) Decreased assessment, (2) Increased assessment, (3) No change, or (4) Reassessment & equalization of neighboring properties
- Email completed applications to assessmentappeals@rva.gov

PROPERTY DESCRIPTION – ONE TAX PARCEL PER APPLICATION

Map Reference #: _____ - _____ - _____ - _____
(L) (S) (S) (S) (B) (B) (B) (B) (P) (P) (P) (B)

Property Address: _____

Owner of Record: _____

Type of Property: Single Family 2-4 Family Multi-Family Commercial/Industrial

REASON FOR REVIEW REQUEST

- Assessment is inequitable with similarly assessed property (Complete Section A)
- Assessment is not equal to market value as of September 1, 2024 (Complete Section B)

State Your Supported Opinion of Value Effective September 1, 2024: \$ _____

APPLICANT INFORMATION

Applicant: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Tel. Contact (H): _____ (W): _____ (C): _____

Email Address: _____

I certify that the descriptions and statements contained in this application are to the best of my knowledge both correct and true. I understand that this request for assessment review may require the city appraiser to inspect the exterior and interior of the property.

Given under my hand this _____ day of _____, _____
Day Month Year

Owner/Agent Signature: _____

The property owner (or authorized agent with certified letter) must sign and date this form to be processed. Typed signatures will not be accepted.

PROPERTY OWNER SUPPORTING DATA

SECTION A – Assessment inequitable with similar properties

Comparable assessments can be viewed at the website listed below. Please select up to three specific properties that are similar in location, architectural style and physical features to your property.

Property Address	2025 Assessment	Description (Size, Room Count, Baths, Condition, Etc.)
	\$	
	\$	
	\$	

SECTION B – Assessment not equal to market value as of September 1, 2024

A listing of all market sales is available in the report section of the website address listed below. Please select up to three market sales from this list that are similar in location, architectural style and physical features to your property.

Property Address	Sale Date	Sale Price	Description (Size, Room Count, Baths, Condition, Etc.)
		\$	
		\$	
		\$	

SECTION C – Income-Producing Properties

On a separate attachment, provide a detailed rent roll and a detailed Income/Expense statement for the current and one prior year.