



FY 2020 BOARD OF EQUALIZATION APPLICATION FORM

City of Poquoson
Office of the City Assessor
500 City Hall Avenue
Poquoson, Virginia 23662

Telephone: (757) 868-3080
Email: assessor1@poquoson-va.gov

Tax Map Number

ASSESSOR OFFICE USE ONLY
Appeal Number: _____
Date Due: ____/____/____

***** **APPEAL DEADLINE IS JULY 3rd, 2019** *****

FIVE COMPLETE COPIES OF THIS APPLICATION MUST BE MADE AND RETURNED TO THE ASSESSOR'S OFFICE BY THE CLOSE OF BUSINESS ON JUNE 30th, 2017

Address of Property Being Appealed:
Building Name (if any):
Property Owner's Names:
2017 Assessment Notice Values :
Land: _____ Improvements: _____ Total: _____

Under state law, financial impact and/or the rate of value change is not sufficient grounds for appeal. As required, the city's assessment is an estimate of fair market value as of July 1, 2019. Appeals should be based on at least one of the three categories noted below. Check one or more for your appeal basis.

<input type="checkbox"/>	Fair Market Value: This property is assessed greater or less than its Fair Market Value as indicated by a review of comparable properties (See reverse form)
<input type="checkbox"/>	Lack of Uniformity: This property is assessment is out of line generally with similar properties

OWNER/APPLICANT INFORMATION (must be completed by all owners or applicants)

<i>Based upon this appeal information, I believe the proper assessment of this property as of July 1, 2019 should be</i>			
Land:	Improvements:	Total:	
I hereby certify that the facts contained herein and attached hereto are true, accurate and correct to the best of my knowledge and belief.		<table border="1"><tr><td><small>If applicant is not the owner of record, application must include an Original Letter of Authorization from the owner, signed prior to date of application, whether notarized or on owner's commercial letterhead. Two most recent annual income/expense surveys along with current rent roll <u>must be submitted with appeals on income producing properties.</u></small></td></tr></table>	<small>If applicant is not the owner of record, application must include an Original Letter of Authorization from the owner, signed prior to date of application, whether notarized or on owner's commercial letterhead. Two most recent annual income/expense surveys along with current rent roll <u>must be submitted with appeals on income producing properties.</u></small>
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Given under my hand this ____ day of _____, 20____			
Signature of Applicant/Owner: _____			
Print Name of Applicant/Owner: _____			
Phone: Day: () _____ Other: () _____ E-Mail: _____			
Applicant/owner Mailing Address (if different from property address): _____			
CHECK ONE: _____ I AM THE OWNER OF RECORD _____ I AM NOT THE OWNER OF RECORD			

Physical characteristics of Properties being appealed (Please verify all: "n/a" if not applicable):

Year Built:	Total number of fireplaces: (incl. basement)
Year house remodeled & cost:	Central heat and air: (yes or no) <input type="checkbox"/> Heat pump <input type="checkbox"/> Wall/Floor Furnace <input type="checkbox"/> Hot Air Ducted <input type="checkbox"/> Oil
Year kitchen remodeled & cost:	<input type="checkbox"/> Hot Water Baseboard <input type="checkbox"/> Stove (for heat) <input type="checkbox"/> Gas <input type="checkbox"/> Other
Year bath/baths remodeled & cost:	<input type="checkbox"/> Electric Baseboard <input type="checkbox"/> Central Air Conditioning System
Total number of rooms:	Size of basement rec. room (square feet)
Total number of bedrooms: (include room above garage w/ closet)	Second kitchen: (yes or no)
Total number of full bathrooms w/ tub or shower incl. basement):	Elevator (yes or no)
Total number of half-bathrooms (incl. basement):	Utilities (circle) Water Sewer Gas Septic Well

Sale information on Property Being Appealed:

Most recent sale date and price:

Has the property been under appeal been listed for sale in the last 3 years (yes or no– provide dates and prices)

Has the property under appeal been professionally appraised in the last 3 years (list appraised value and date;
submitting a copy of the appraisal may help expedite the review

Comparable Properties (attach additional pages to submit more comparables or other comments):

Provide information below relating to properties with characteristics, assessments of sales prices that support your assessment appeal.

Assistance information is noted at the bottom of this page

Property Address	Comparable #1	Comparable #2	Comparable #3
Tax Map Number:			
Land Assessed Value:			
Improvement Assessed Value:			
Total Assessed Value:			
Sale Date:			
Sale Price:			
Style:			
Model Name:			
Comments: (attach additional pages if necessary)			

Would prefer a phone meeting **Schedule a face to face meeting**

You will receive a written response to your appeal (whether the assessment is affirmed, or if adjustments are made either up or down). You have a right to examine in our office. The property appraisal cards; working papers used to derive the assessment of your property, if any; and, any available information regarding the methodology employed in the calculation of your property's assessment.