



## REQUEST FOR HEARING BEFORE BOARD OF REVIEW

Date: \_\_\_\_\_

Board of Review for Real Estate Assessments  
City Hall Building  
810 Union Street, Room 402  
Norfolk, Virginia 23510-9839

Members of the Board:

**I have discussed my 2022 property valuation with the Department of The Real Estate Assessor.**

Please be advised that I desire a hearing before the Board of Review for Real Estate Assessments regarding the assessment of the property described below.

Property Address: \_\_\_\_\_ Parcel #: \_\_\_\_\_

Property Owner's Name: \_\_\_\_\_

Agent's Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Day Phone: \_\_\_\_\_ Ext: \_\_\_\_\_ Evening Phone: \_\_\_\_\_ Ext: \_\_\_\_\_

Email address: \_\_\_\_\_

I believe the assessment to be erroneous for the following reason(s)

I believe the value of the property is:

Land: \$ \_\_\_\_\_ Building: \$ \_\_\_\_\_ Total: \$ \_\_\_\_\_

Owner/Agent Signature: \_\_\_\_\_

**APPLICATION MUST BE POSTMARKED BY MAY 31, 2022**

### **Appeals by anyone other than the property owner must include:**

- Letter(s) of Authorization on owner's letterhead, signed and notarized.
- Signee must be the owner or employee of the owner, **not** the owner's agent.
- Five (5) copies for each appeal package.
- The current correspondence mailing address.

**Failure to comply with requirements above will result in delay and possibly cause a deadline violation.**

**Property owners have the right to:**

- **Review and obtain copies of the assessment records pertaining to the assessing officer's determination of fair market value of real property subject to a Board of Review Appeal (except for records made confidential under Virginia Code Section 58.1-3); and**
- **Request that the assessor make a physical examination of any property subject to a Board of Review appeal.**