

APPLICATION FOR REVIEW OF  
REAL ESTATE ASSESSMENT



**APPEAL DEADLINE: April 10, 2020**

***City of Fairfax***

City Hall - Fairfax, Virginia 22030  
(703) 385-7840

PARCEL ID # \_\_\_\_\_ (From Assessment Change Notice)

PROPERTY ADDRESS \_\_\_\_\_

OWNER'S MAILING ADDRESS \_\_\_\_\_

(Is this a NEW or CORRECTED address?) ( ) YES ( ) NO

APPLICANT/REPRESENTATIVE'S MAILING ADDRESS \_\_\_\_\_

TELEPHONE: BUSINESS \_\_\_\_\_ HOME \_\_\_\_\_ EMAIL \_\_\_\_\_

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NATURE OF GRIEVANCE \_\_\_\_\_ ASSESSED IN EXCESS OF FAIR MARKET VALUE  
\_\_\_\_\_ ASSESSED INEQUITABLY WITH COMPARABLE PROPERTIES

ON WHAT FACTORS DO YOU BASE YOUR GRIEVANCE?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**SUPPORTING DOCUMENTATION MUST BE ATTACHED IN ORDER TO BE CONSIDERED IN THE ADMINISTRATIVE REVIEW**

(If there is a condition issue, you will be contacted to schedule a property inspection)

WHAT IS YOUR ESTIMATE OF FAIR MARKET VALUE OF THE PROPERTY? \$ \_\_\_\_\_

PROPERTIES WITH WHICH YOU WISH SUBJECT PROPERTY TO BE COMPARED:

- 1. \_\_\_\_\_
- 2. \_\_\_\_\_
- 3. \_\_\_\_\_

(Attach additional pages as needed)

PRINTED NAME (S): \_\_\_\_\_

SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

Return completed form to:

CITY OF FAIRFAX  
Office of Real Estate Assessments  
10455 Armstrong St., Rm. 238  
Fairfax, VA 22030

**2020**  
**Request for Review**  
**Of Real Estate Assessment**  
**INSTRUCTIONS FOR FILING**

The purpose of the attached form is to request a review of the property, in which you own or represent, assessment by the staff of the Real Estate Assessment Office. If you feel that your property is appraised above or below the fair market value, or that your assessment is not equitable with the assessments of surrounding properties, or is otherwise erroneous, you may file this form.

Be as specific as possible as to why you feel your assessment is 1) above or below the fair market value and/or 2) inequitable when compared to like surrounding properties. If you are aware of specific sales that are comparable to your property, or any unusual conditions that affect the fair market value, please include these with your review so that we may consider them in the review process. When completing the form, please include a telephone number and email address where you can be reached between 8:30 a.m. and 5:00 p.m., Monday-Friday. It is necessary for the Real Estate Assessment Office to have this information in order to set up an appointment for a physical inspection or for discussing the appraised value. All requests for review of assessment must be typed or printed legibly on a form obtained from our office or downloaded from the City's web site. Use a separate form for each parcel. Property owners, agents and/or representatives are required to submit all data that supports their reason for appeal when the form is filed in order for it to be considered in the review process. **The administrative appeal deadline is April 10, 2020; only those forms received in the office or postmarked by the U.S. Postal Service no later than April 10, 2020 will be accepted.**

If you are an agent for the property owner, you must provide proper authorization from the property owner (not the tenant) to act on their behalf for the current assessment year. You may request instructions from the Real Estate Assessment Office to ensure your submission of an acceptable authorization. The letter of authorization must accompany this completed form. It is imperative that the form reflects the address where review results are to be mailed. The Real Estate Assessment Office will only mail review results to ONE address.

This form is not for a hearing by the Board of Equalization. A separate form is available for that purpose. The Board of Equalization filing deadline is June 30, 2020.

**A pending review by the Real Estate Assessment Office or Board of Equalization does not change the due date for real estate taxes.**

**CONTACT INFORMATION**

Real Estate Assessment Office  
10455 Armstrong Street, Rm. 238  
Fairfax, VA 22030  
703.385.7840

Real estate assessments, property information, and sales information are available  
at [www.fairfaxva.gov/government/real-estate/online-services/real-estate-assessment-database](http://www.fairfaxva.gov/government/real-estate/online-services/real-estate-assessment-database)