

Note: Please read “Instructions for Filing” on page 2.



Board of Equalization for the City of Manassas Park, Virginia

RETURN TO:
BOARD OF EQUALIZATION
1 PARK CENTER COURT
MANASSAS PARK VA 20111-2395

FILING DEADLINE: AUGUST 3, 2009

2009 Appeal of Real Estate Assessment

Contact Information and Resources:

For information about Board of Equalization hearings, meeting times and other procedural issues contact City Clerk Lana Conner at 703-335-8808, or by e-mail at l.conner@manassasparkva.gov

For information about how the original 2009 assessment was determined or assessment and appraisal practices contact City Assessor Richard Sanderson at 703-335-8811, or by e-mail at r.sanderson@manassasparkva.gov

Information about individual property assessments can be viewed online at <http://www.manassasparkva.gov> to view real estate assessments, property information, and sales information. A list of residential property sales that were considered for the 2009 assessments is available on the City Assessor webpage by accessing the City's main website at <http://www.cityofmanassaspark.us>, clicking on City Departments in the left navigation bar, and then selecting City Assessor from the list of departments.

Appeal of Real Estate Assessment

The purpose of this form is to appeal your 2009 real estate assessment that is effective July 1, 2009, to the Board of Equalization (Board).

The deadline for filing an appeal is August 3, 2009, as the 1st falls on Saturday this year. Only those appeal forms received or postmarked by the U.S. Postal Service or similar delivery service no later than the deadline will be accepted. **All data that supports your reason for appealing the assessment must be submitted when the form is filed.**

All meetings of the Board are public meetings. In the event of an unexpected non-appearance of an appellant the Board will hear the case based on the material and the personnel before it.

1. The Board will not consider appeals for multiple cases on one application. A separate appeal form must be filed for each property appealed.
2. Identify the property being appealed by providing as much of the information requested on the form. The 2009 Notice of Assessment that was sent to you in April and the Property Identification Card available online at <http://www.manassaparkva.gov> includes all requested information.
3. State on the application the reason(s) for appealing your assessment, and the value you believe to be more accurate assessment on appeal as of the effective date for the assessment (July 1).
4. Fill out the application completely, providing the Board with as much information as possible. In preparing your appeal be mindful of the Code of Virginia Article 14 Section 58.1-3379c which states "The burden of proof shall be upon a taxpayer seeking relief to show that the property in question is valued at more than its fair market value, that the assessment is not uniform in its application, or that the assessment is otherwise not equalized. In order to receive relief, the taxpayer must produce substantial evidence that the valuation determined by the assessor is erroneous and was not arrived at in accordance with generally accepted appraisal practice."
5. Sign the application and print your name.
6. Provide your home, work, and cell phone numbers and e-mail address.
7. The applicant shall provide (5) copies of the application and supporting documents.

Note to Owner Agents or Tax Representatives:

To represent a property owner on an assessment appeal a Letter of Authorization from the property owner (not the tenant) to act on their behalf for the current assessment year must be submitted. **The Letter of Authorization must accompany this completed form.** The requirements for valid letters of authorization to the BOE can be downloaded from the City of Manassas Park website at http://www.cityofmanassaspark.us/Public_Documents/ManassasParkVA_WebDocs/forms or provided to you by the City Clerk (703-335-8808) or City Assessor (703-335-8811).

Any Member of the Board may request additional information or clarification of something in the appeal application with one or both parties (property owner or City Assessor) before the hearing. Whenever additional information is requested by the Board during an appeal hearing, the property owner or City Assessor will provide such information by the next hearing (typically one week) unless a later date is agreed upon by a majority of the Members of the Board.

**2009 APPEAL OF REAL ESTATE ASSESSMENT
Board of Equalization for the City of Manassas Park**

Name of Owner _____

Property Address _____

Tax Map Number _____

2009 Assessed Value Land: _____ Building: _____ Total: _____

Mailing address (if different than property address) _____

Sale Price (if purchased within the last 5 years)\$ _____ Date _____

Appraised value (if appraised within the last 5 years) ...\$ _____ Date _____

Lot Size _____ Zoning _____

Gross living area or building area of structure _____

Unusual land or building/structural conditions* (explain fully using additional sheets if necessary)

I/We hereby apply for a hearing before the Board of Equalization for the following reasons(s):

- The new assessment is in excess of the fair market value of the property.
- The new assessment is inequitable as compared to like surrounding properties.
- Assessment is based on inaccurate data such as lot size, square foot size, property conditions, etc.
- Other (explain fully using additional sheets if necessary) _____

State your opinion of the fair market value as of July 1, 2009. \$ _____

I/We the undersigned hereby verify that the information given is correct and to the best of my/our knowledge.

Signature of Owner/Agent

Signature of Owner/Agent

Print Name of Owner/Agent

Print Name of Owner/Agent

Date: _____ E-mail address: _____

Telephone: (daytime) _____ (evening) _____ (cell) _____

I/We wish to have the results of the Appeal mailed to: (check one box only):

- Property address Mailing address Other (please provide address)

*Unusual land conditions may include permanent or temporary rights of way or easements, floodplain or topographic conditions, or soil contamination. Unusual building or structural conditions may include excessive termite damage, fire damage, structural failure, or similar conditions.

FOR OFFICE USE ONLY	
Application No. _____	Docket No. _____
Review by City Assessor _____	Date: _____ Time: _____
Neighborhood No. _____	Revised 2009 Assessment:
	Land: _____
	Building: _____
	Total: _____

Application Supplement for Residential Property Appeals

Please provide information relating to comparable properties whose characteristics, assessments or sales prices support your claim. Sales must occur prior to and have been recorded by July 1, 2009, to be considered. If attaching comparable property information three to five comparables are usually sufficient if they are truly comparable to your property.

Comparable No. 1

Tax Map Number _____

Owner(s) _____

Property Address _____

2009 Assessed Value Land: _____ Building: _____ Total: _____

Lot Size _____ Zoning _____

State how this comparable property supports your appeal (sale price, uniformity, etc.)

Comparable No. 2

Tax Map Number _____

Owner(s) _____

Property Address _____

2009 Assessed Value Land: _____ Building: _____ Total: _____

Lot Size _____ Zoning _____

State how this comparable property supports your appeal (sale price, uniformity, etc.)

Comparable No. 3

Tax Map Number _____

Owner(s) _____

Property Address _____

2009 Assessed Value Land: _____ Building: _____ Total: _____

Lot Size _____ Zoning _____

State how this comparable property supports your appeal (sale price, uniformity, etc.)

Additional Comments: