



COMMISSIONER OF THE REVENUE CITY OF MANASSAS PARK

One Park Center Court • Manassas Park, Virginia 20111-2395
(703) 335-8827 • Fax (703) 335-2766
d.wood@manassasparkva.gov



Debra D. Wood
Commissioner of Revenue

Dear Tax Relief Applicant(s),

Enclosed is your application for Real Estate Tax Relief for the 2011 fiscal tax year.

Remember: The application must be filed **each year** and received in this office with **all related paperwork** by **April 1, 2010**.

After you have completed the application, the affidavit must be signed. Please bring in your Social Security Benefit Statement Form SSA-1099, W-2's, pension statement, bank statements, CD statements, IRA end of year statement and all related paperwork covering the period of **January 1, 2010**. (If you have made an entry on the application, I will need the supporting statement for that entry)

If you are applying for tax relief for the first time and are not 65 years of age by January 1, you must attach a certification by the Social Security Administration, the Department of Veterans Affairs or the Railroad Retirement Board or a sworn affidavit by 2 medical doctors who are licensed to practice medicine in the Commonwealth of Virginia or are military officers on active duty who practice medicine with the United States Armed Forces, to the effect that the person is permanently and totally disabled.

If you prefer to come into the office, please make an appointment to ensure that someone is able to assist you.

If you have any questions or do not understand any part of the application, please call the Commissioner of the Revenue's office at 335-8827. The application may be mailed to our office or put in the night drop box in front of City Hall. If you do not have access to a copy machine, I will make copies of your statements and return the originals to you.

Sincerely,

Debra D. Wood
Commissioner of the Revenue