

## City of Manassas Park, Virginia Board of Equalization

### REQUIREMENTS FOR VALID LETTERS OF AUTHORIZATION

In order for any party other than the owner of record to request specific property information, or to file an Appeal of Assessment, the owner of the property must first submit a Letter of Authorization.

1. Letter must be printed on the letterhead of the **property owner**. An original letter of authorization is required. Faxes and copies are not acceptable.
2. The signature must belong to the property owner and the name of the person signing the letter must be printed below the signature.
3. If the person signing the letter is not the name on our ownership records, the signer must identify their position and/or relationship to the owner of record and supply documentation identifying the person as an owner or as an officer of the corporation which holds title.

Corporate representatives must provide a copy of the corporate resolution providing authority to represent the appeal to the Board.

4. The signature of an officer of a management firm is insufficient.
5. All the properties to be represented must be clearly identified by street address location and tax map number (this information can be found on the Notice of Assessment).
6. The tax year for which the authorization is granted must be specifically stated. The presence of the date on which the letter is written is not sufficient. Authorization is not assumed to exist in perpetuity. For example, a valid letter of authorization should read "Authorization is granted to ABC Tax Representatives for the tax year 2011..."
7. Letters of authorization **must include notarized original signatures** of owners, partners or authorized corporate officers.