



Parcel Identification Number \_\_\_\_\_

# Review of Assessment Application

## Office of the Assessor of Real Estate

This form must be completed and filed with the Office of the Assessor of Real Estate (1 Franklin St., Suite 602, Hampton, VA 23669-3580) within 30 days of the notice date to be considered for review of the January 1 valuation.

A separate application must be filed for each separately assessed parcel. An application will be considered complete with all property and ownership filled out and if supporting evidence is provided for A, B and/or C under the Basis of Review, and when the form is signed by an owner or authorized agent (Anyone other than the recorded property owner must file an agent authorization form). Owners/agents of income-producing properties shall provide audited or certified income and expense information for the past three years and a current rent roll. All restaurants are requested to provide a listing of gross receipts for the past three years. All property owners possessing an appraisal done of the property in the past three years shall also submit it as part of this application. **INCOMPLETE APPLICATIONS WILL NOT BE CONSIDERED.**

### PROPERTY AND OWNER INFORMATION – RECORDED OWNERSHIP

Subject Property  
Address: \_\_\_\_\_

**Current Assessment:**      Land \_\_\_\_\_      Improvement \_\_\_\_\_      TOTAL \_\_\_\_\_

**Requested Assessment:**      Land \_\_\_\_\_      Improvement \_\_\_\_\_      TOTAL \_\_\_\_\_

Name: \_\_\_\_\_

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

City, State & Zip: \_\_\_\_\_

Telephone Number(s) & E-Mail: \_\_\_\_\_

I hereby request that a review of the subject property. This review may result in any of the following actions; a decrease in assessed value, no change in assessed value, or an increase in assessed value.

### BASIS OF REVIEW REQUEST- FAIR MARKET VALUE, EQUALIZATION AND ACCURACY OF DATA

Please check A, B and/or C and provide supporting evidence: Additional sheets may be attached. **SUPPORTING EVIDENCE IS REQUIRED FOR THE APPLICATION TO BE CONSIDERED COMPLETE.** Assessment information is available at [www.hampton.gov](http://www.hampton.gov) and at the Office of the Assessor of Real Estate.

**A** \_\_\_\_\_ **The above referenced property is assessed at more than the fair market value for January 1.**  
List the sales of comparable properties that support your assertion – **DO NOT INCLUDE SALES AFTER JANUARY 1.**

PIN \_\_\_\_\_ Property Address \_\_\_\_\_ Sale Price \_\_\_\_\_

PIN \_\_\_\_\_ Property Address \_\_\_\_\_ Sale Price \_\_\_\_\_

PIN \_\_\_\_\_ Property Address \_\_\_\_\_ Sale Price \_\_\_\_\_

**B** \_\_\_\_\_ **The above referenced property is not equitably assessed with comparable properties.**  
List the assessments of comparable properties that support your assertion.

PIN \_\_\_\_\_ Property Address \_\_\_\_\_ Assessment \_\_\_\_\_

PIN \_\_\_\_\_ Property Address \_\_\_\_\_ Assessment \_\_\_\_\_

PIN \_\_\_\_\_ Property Address \_\_\_\_\_ Assessment \_\_\_\_\_

**C** \_\_\_\_\_ **The above referenced property was assessed on the basis of inaccurate property information.**  
Describe the inaccuracy of the property information: \_\_\_\_\_

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

I certify that the descriptions and statements contained in this application are to the best of my knowledge both true and correct. Given under my hand this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_

\_\_\_\_\_  
Name of Owner/Agent (printed)

\_\_\_\_\_  
Signature of Owner/Agent