

**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 1, 2020**

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# **2020 Appeal of Real Estate Assessment**

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### **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](mailto:l.conner@manassasparkva.gov)

For information about how the original 2020 assessment was determined or assessment and appraisal practices contact City Assessor Charles M. Page at 703-335-8811, or by e-mail at [cityassessor@manassasparkva.gov](mailto:cityassessor@manassasparkva.gov)

Information about individual property assessments can be viewed online at [www.manassas-park.univers-clt.com/](http://www.manassas-park.univers-clt.com/)  
Also available online are real estate assessments, property information and ongoing sales information.

## Instructions for Filing Appeal of Real Estate Assessment

The purpose of this form is to appeal your 2020 real estate assessment that is effective July 1, 2020, to the Board of Equalization (Board).

**The deadline for filing an appeal is August 1, 2020.** 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 the information requested on the form. The 2020 Notice of Assessment that was sent to you in April or the Property Record Card available online at [www.manassas-park.univers-clt.com/](http://www.manassas-park.univers-clt.com/) includes all requested information.
3. State on the application the reason(s) for appealing your assessment, and the market value you believe to be a more accurate assessment on appeal as of the effective date for the assessment (July 1, 2020).
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. Please provide your home, work, and cell phone numbers so that we can contact you with any questions. Providing an e-mail address will enable us to acknowledge receipt of your appeal.
7. The applicant shall provide an **original and (5) copies of the application and supporting documents.**
8. **A pending review by the Office of the City Assessor or the Board of Equalization does not change the due date for real estate taxes.**

### **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's website at [cityofmanassaspark.us](http://cityofmanassaspark.us), click on Downloadable Forms, scroll to City Assessor, then select Letter of Authorization Form from the list. You may also obtain the form from the City Clerk at (703-335-8808) or City Assessor at (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.

**2020 APPEAL OF REAL ESTATE ASSESSMENT  
Board of Equalization for the City of Manassas Park**

Name of Owner \_\_\_\_\_

Property Address \_\_\_\_\_

Tax Map Number \_\_\_\_\_

**2020 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, 2020.** \$ \_\_\_\_\_

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. _____
Received _____	Date: _____ Time: _____
Review by City Assessor _____	Revised 2020 Assessment:
Neighborhood No. _____	Land: _____
	Building: _____
	Total: _____
Entered in Appeal Tracking Report _____	
Results entered in Appeal Tracking Report _____	

# Application Supplement for Residential Property Appeals

Please provide information relating to comparable properties whose characteristics, assessments or sales prices support your claim. 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 \_\_\_\_\_

2020 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 \_\_\_\_\_

2020 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 \_\_\_\_\_

2020 Assessed Value Land: \_\_\_\_\_ Building: \_\_\_\_\_ Total: \_\_\_\_\_

Lot Size \_\_\_\_\_ Zoning \_\_\_\_\_

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

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

**Additional Comments:**