

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



**City of Manassas Park, Virginia
Office of the City Assessor**

RETURN TO:
OFFICE OF THE CITY ASSESSOR
1 PARK CENTER COURT, CITY HALL
MANASSAS PARK, VIRGINIA 20111-2395

FILING DEADLINE: JULY 1, 2020

2020

Request for Review of Real Estate Assessment

Contact Information and Resources:

For information about how the 2020 assessment was determined or assessment and appraisal practices contact the City Assessor at 703-335-8811, or by e-mail at cityassessor@manassasparkva.gov.

Information about individual property assessments can be viewed online at www.manassas-park.univers-clt.com/. Go to cityofmanassaspark.us to view real estate assessments, property information, and sales information.

Instructions for Filing Request for Review of Real Estate Assessment

The purpose of this form is to request a review of your real estate assessment by the Manassas Park Office of the City Assessor.

Completed Request for Review of Real Estate Assessment forms must be returned to the Office of the City Assessor no later than **July 1, 2020**. Only those forms received in the Office of the City Assessor, postmarked by the U.S. Postal Service or delivery-marked by other delivery services on or before July 1, 2020 will be accepted.

1. A separate request for review of assessment form must be filed for each property. All requests for review of assessment must be typed or handwritten legibly on this form. **All data that supports your reason for requesting that the assessment be reviewed must be submitted when this form is filed.**
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 and the Property Identification Card available online at www.manassas-park.univers-ctt.com/ includes all requested information.
3. Be as specific as possible as to why you feel your assessment is: (1) above or below fair market value; and/or (2) inequitable when compared to like properties. If you are aware of specific sales, which are comparable to your property, or any unusual conditions that affect the fair market value, please include these with your request so that we may consider them in the review process. The effective date for valuation for this assessment is July 1, 2020. In developing changes in assessed values from 2019 to 2020, the assessor considered sales that occurred during all of calendar year (CY) 2019.
4. State your opinion of the fair market value of your property as of July 1, 2020. Your opinion of value will be compared to the 2020 assessed value. If this area is left blank your request may be delayed until you can be contacted and asked to provide this information.
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 is optional but may provide for quicker service in some situations.**
7. Clearly identify where you want the review results mailed. We will only mail results to one address.
8. If you are an agent for the property owner, you must provide proper authorization from the owner or owners (not from the tenant) to act on their behalf for the current assessment year. Instructions to insure your submission of an acceptable letter of authorization are available from the Office of the City Assessor and on the City Assessor webpage. The letter of authorization must accompany your completed form.
9. This form is not to be used for an appeal to the Board of Equalization. A separate form is available for that purpose. The deadline for filing an appeal with the Board of Equalization is August 1, 2020. **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.**

2020 Request for Review Of Real Estate Assessment

(This form for one parcel only)

Map	Block	Lot
Parcel ID		Date
2019 Assessed Value		
Land	Bldg	Total
2020 Assessed Value		
Land	Bldg	Total

Administrative Use Only
Class _____ NBHD _____
Authorization Required? <input type="checkbox"/> Yes <input type="checkbox"/> No
2020 Authorization Received <input type="checkbox"/> Yes <input type="checkbox"/> No
Revised Assessment
Land
Bldg
Total
Decision letter sent
COR change form sent

Name of Owner _____

Property Address _____

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 _____

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

I/We hereby request to have the above-mentioned assessment reviewed for the following reason(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.

If you recently purchased your property we encourage you to also file a Sale Verification form. If your property was recently appraised for purchase or refinancing please provide a copy.

Application Supplement for Request for Review of Residential Property Assessment

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: _____

Gross Living Area of Dwelling: _____

State how this comparable property supports your opinion of value (sale price, uniformity, etc.)

Comparable No. 2

Tax Map Number _____

Owner(s) _____

Property Address _____

2020 Assessed Value Land: _____ Building: _____ Total: _____

Gross Living Area of Dwelling: _____

State how this comparable property supports your opinion of value (sale price, uniformity, etc.)

Comparable No. 3

Tax Map Number _____

Owner(s) _____

Property Address _____

2020 Assessed Value Land: _____ Building: _____ Total: _____

Gross Living Area of Dwelling: _____

State how this comparable property supports your opinion of value (sale price, uniformity, etc.)

Additional Comments: