

Filing Deadline SEPTEMBER 1, 2023
No Extensions

CITY OF NEWPORT NEWS
BOARD OF REVIEW OF REAL ESTATE ASSESSMENTS

Application for Appeal of a 2023-2024 Real Property Assessment

Commercial, Multi-family residential (four (4) units or more)
And Industrial Property Appeal Only

Property Owner _____	Account # _____
Owner's Address _____	
Property Address _____	

BASIS FOR APPEAL (you MUST select one):

EQUALIZATION: Complete Sections A, B, and D

FAIR MARKET VALUE: Complete Sections A, C and D

Both EQUALIZATION and FAIR MARKET VALUE: Complete Sections A, B, C and D

SECTION A - REQUEST FOR REDUCTION OF ASSESSMENT

Current Assessment: Land \$ _____ Improvement \$ _____ Total \$ _____

I request the assessment on this property be reduced as follows:

Land from	\$ _____	to \$ _____	Decrease \$ _____
Improvement from	\$ _____	to \$ _____	Decrease \$ _____
Total from	\$ _____	to \$ _____	Decrease \$ _____

SECTION B – EQUALIZATION

THIS PROPERTY IS NOT EQUITABLY ASSESSED WITH SIMILAR PROPERTIES IN NEWPORT NEWS.

I request that the assessment on my property be compared to the assessments on the following similar properties within the City of Newport News:

- Address _____ Account # _____
Current Assessment: Land \$ _____ Improvement \$ _____ Total \$ _____
- Address _____ Account # _____
Current Assessment: Land \$ _____ Improvement \$ _____ Total \$ _____

Comparable properties MUST be listed for the board to consider equalization. If the appeal is based solely on equalization, failure to list comparable properties will result in the denial of a hearing. All supporting documents that the applicant will present at the hearing MUST be submitted with this application.

SECTION C – FAIR MARKET VALUE

THIS PROPERTY IS ASSESSED AT MORE THAN FAIR MARKET VALUE.

I request that the assessment on my property be compared to the sales of the following similar properties:

1. Address _____ Account # _____

Date of Sale _____ Sale Price \$ _____

2. Address _____ Account # _____

Date of Sale _____ Sale Price \$ _____

Listing comparable sales is OPTIONAL. Due to the number of appeals, the Board has found it helpful to the applicant, that the applicant provide three years of Income and Expense financial information and a Year to Year comparison sheet. All supporting documents (including appraisals and rent rolls) that the applicant will present at the hearing MUST be submitted with this application.

SECTION D - SIGNATURE OF OWNER OR AGENT

Name of Owner _____ Telephone # _____

Name of Agent (if applicable) _____ Telephone # _____

Mailing Address _____

E-mail Address _____

Required: Initial all the following statements:

_____ I hereby acknowledge that I received and reviewed a copy of the procedures of the Board as attached to this application.

_____ I hereby affirm that the information on this application and on all supporting documents attached hereto is true and correct to the best of my knowledge.

_____ I hereby understand that the Board will not consider any documents at the hearing that were not submitted with the application in a timely manner (including, but not limited to, appraisals, income and expenses statements, and rent rolls).

Given under my hand this _____ day of _____, 20__

Signature of Owner or Agent _____

Print Name _____

If an agent will represent the owner at the hearing, a notarized letter of authorization bearing the original signature of the owner must accompany the application. If the application is not signed or if the proper authorization is not attached, a hearing will be denied unless the deficiency is resolved on or before the deadline. An amended application may not be submitted after the deadline.

Submit this application and accompanying documents to:

Board of Review of Real Estate Assessments
C/o Commissioner of the Revenue
12912 Jefferson Avenue
Newport News, Virginia 23608
Phone (757) 886-7671 extension 305

The application and documents may also be delivered in person to the Board's Administrative Assistant in the Office of the Commissioner of the Revenue, Satellite location, 12912 Jefferson Avenue. Information regarding account numbers and assessments on the comparable properties selected by the applicant may be obtained by calling the City Assessor's Office at (757) 926-1926 or by accessing the City Assessor's website at www.nnva.gov/assessor/resources/reis.