



Commissioner of the Revenue

Real Estate Assessment Office – Powhatan County, Virginia

3834 Old Buckingham Rd., Suite G, Powhatan, VA 23139

(804) 598-5799

Parcel ID \_\_\_\_\_

Tax Map No. \_\_\_\_\_

# Board of Equalization Appeal Application

This form must be completed and filed with the necessary attachments to the Real Estate Assessment Office by **March 31, 2025**. Mail to 3834 Old Buckingham Rd., Suite C, Powhatan, VA 23139 or email to [assessment@powhatanva.gov](mailto:assessment@powhatanva.gov). **Applications must include all attachments at the time of submission.** A separate application must be filed for each separately assessed parcel.

### An application should include...

- > All "Property and Ownership Information – Recorded Ownership" is filled out including proposed assessed value
- > Supporting evidence is provided for A, B or C under the "Basis of Review"
- > The form is signed by an owner or authorized agent (Anyone other than the recorded property owner must file an Agent Authorization Application form)
- > Information for the appropriate property type is provided as specified below.

### RESIDENTIAL PROPERTY CHECKLIST

- Application form complete
- If not owner – Agent Authorization Form
- Copy of any appraisal with a valuation date after Jan. 1, 2023
- Copy of any listing of the subject property after Jan. 1, 2023

### COMMERCIAL PROPERTY CHECKLIST

- Application form complete
- If not owner – Agent Authorization Application
- Copy of any appraisal with an effective valuation date after January 1, 2023
- Copy of any real estate listing of the subject property after January 1, 2023
- 2021 Audited or Certified Income and Expenses Statements \*
- 2022 Audited or Certified Income and Expenses Statements \*
- 2023 Audited or Certified Income and Expenses Statements
- Rent Roll as of December 31, 2023 \*

\* Reported income data is kept confidential in accordance with the Virginia Code 58.1-3294.

Restaurants and convenience stores are requested to submit gross sales for 2021, 2022 and 2023 \*

## I. PROPERTY AND OWNER INFORMATION – RECORDED OWNERSHIP

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

2025 Assessment: Land \_\_\_\_\_ Improvement \_\_\_\_\_ Total \_\_\_\_\_

Requested Assessment: Land \_\_\_\_\_ Improvement \_\_\_\_\_ Total \_\_\_\_\_

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

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

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

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

I hereby request 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.

**II. BASIS OF REVIEW REQUEST- FAIR MARKET VALUE, EQUALIZATION, ACCURACY OF DATA**

Please circle A, B or C and provide supporting evidence: You must select at least one and you may select more than one. Additional sheets may be attached. Assessments and sales information are available at www.powhatanva.gov and at the Real Estate Assessment Office.

**A The subject property is assessed at more, or at less than the fair market value for January 2025.**

List the sale(s) of comparable properties that support your assertion.

**This information should be provided if you checked A.**

Tax Map No. \_\_\_\_\_ Property Address \_\_\_\_\_ Sale Price \_\_\_\_\_

Tax Map No. \_\_\_\_\_ Property Address \_\_\_\_\_ Sale Price \_\_\_\_\_

Tax Map No. \_\_\_\_\_ Property Address \_\_\_\_\_ Sale Price \_\_\_\_\_

**B The subject property is not equitably assessed with comparable properties.**

List the assessment(s) of comparable properties that support your assertion.

**This information should be provided if you checked B.**

Tax Map No. \_\_\_\_\_ Property Address \_\_\_\_\_ Assessment \_\_\_\_\_

Tax Map No. \_\_\_\_\_ Property Address \_\_\_\_\_ Assessment \_\_\_\_\_

Tax Map No. \_\_\_\_\_ Property Address \_\_\_\_\_ Assessment \_\_\_\_\_

**C The subject property was assessed on the basis of inaccurate property information or incorrect methodology.**

Describe the inaccuracy of the property information (example: incorrect square footage) or the incorrect methodology.

**This information should be provided if you checked C.**

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

**III. CERTIFICATION**

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