

**CITY ASSESSOR'S OFFICE
CITY OF PORTSMOUTH, VA**

The undersigned property owner or representative, feeling aggrieved, respectfully requests an opportunity to discuss the assessment of the real property described below:

Owner _____
Property Location _____
Map No. _____ Parcel No. _____

CLASSIFICATION (Check one) One Family Two Family Vacant Land

Nature of Grievance:

- Assessed More Than Fair Market Value
 - Inequitably Assessed Regarding Comparable Properties.
- (One or Both Must be Checked)

FACTS PERTAINING TO BUILDING

Age _____ Construction Costs \$ _____
Size (in square feet) _____ Story Height _____
Attic: Yes _____ No _____ Finished _____ No. Rooms _____

COMPARE WITH BUILDINGS LOCATED AS FOLLOWS:

Address _____ Owner _____
Address _____ Owner _____
Address _____ Owner _____

FACTS PERTAINING TO LAND:

Lot Size _____ Purchase Price _____ Date _____
Topography: High _____ Low _____ Ditch _____

PROPERTY PURCHASED	Date	Consideration \$

Has Building Permit Been Issued Regarding Structure? _____
Nature of Work _____

Date Work Completed _____ Costs \$ _____ Permit No. _____
If Offered For Sale Today I Would Accept \$ _____
As The Fair Market Value For Land And Improvements.

NON-RESIDENTIAL ZONES

Circle One (1): Commercial Industrial Multiple Dwelling Apartment

List Name of Owner and Location of Two Properties Comparable to Your Own:

1. _____
2. _____

What Is The Market Value Of This Parcel Of Land? \$ _____

Total Gross Income From Property For Last Year \$ _____

What Were Your Expenses (Exclude All Taxes And Depreciation)? \$ _____

What Was The Original Cost Of Improvements? \$ _____

What Has Been The Cost Of Additions Since Built? \$ _____

Are You Submitting A Depreciation Schedule? Yes No

Is An Income And Expense Statement Attached? Yes No

Is Insurance Information Available? Yes No

Additional Information Submitted As Follows: _____

ALL OWNERS MUST ANSWER THE FOLLOWING

An Adjustment of This Assessment Should Be Made Because:

If Offered For Sale Today, I Would Accept: \$ _____

Is A Private Appraisal Being Submitted? Yes No

THIS APPLICATION CANNOT BE CONSIDERED UNLESS ALL PERTINENT QUESTIONS ARE ANSWERED AND ARE SUBSTANTIALLY CORRECT.

If Information Contained Herein Indicates A Review Is Warranted, An Inspection Of The Property Will Be Made. You Will Be Notified By Letter Of Action Taken.

I Certify That The Descriptions And Statements Contained In This Application Are To The Best Of My Knowledge Both Correct And True. Given Under My Hand This _____ Day Of _____, 20____.

Signature Of Applicant _____
Applicant Name (Please Print) _____
Mailing Address _____
Telephone _____

For Use By Assessors Office Only

APPRAISER'S FIELD NOTES

I (we) Have Personally Inspected the Properties Described On the Reverse Side Hereof and After Careful Consideration Of All Factors Involved Make The Following Recommendations –

Appraiser _____

Make Land _____ Make Building _____

Assessor of Real Estate

Remarks

SPACE FOR ASSESSOR'S USE – CHANGE OF ASSESSMENT TOTALS

	Land Value	Improvement Value	Total Value
Increase	\$ _____	\$ _____	+
Decrease	\$ _____	\$ _____	-
		Value Difference ± _____	\$ _____