

Letters of Authorization (LOA) Notice to Property Owners and Agents/Representatives

Property owners who wish to be represented by an agent or representative in matters concerning their real estate assessments must provide a Letter of Authorization to the Real Estate Assessment Department, City Assessor. Copies of Authorization are contained within this review package.

1. LOA must be an original document addressed to the Williamsburg City Assessor.

2. LOA must identify the property by specifying:
 - a. The Owner of Record
 - b. The Account and PID Number
 - c. The assessment year in question

3. LOA Must identify the agent/representative, including their name, address, email address (if available), and telephone number

4. LOA must be signed by the owner of record of the property, or if titled in the name of a corporation, it must be signed by an officer of the corporation authorized to act on its behalf. Management companies and other third party signatures are not acceptable.

5. The signature line must include:
 - a. Signature of the owner or officer
 - b. The name of the signer, printed or typed
 - c. The title of the signer
 - d. Notarized Seal

NOTE: All appeals on the equity must contain evidence illustrating that inequity exists between the subject and similar properties. All appeals based on Fair Market Value should follow accepted appraisal guidelines and standards. Any opinion or any consultation related to the valuation of real estate should be performed in accordance with the Code of Virginia as well as the Uniform Standards of Professional Appraisal Practice (USPAP)

**City of Williamsburg
Real Estate Assessment Department
Letter of Authorization**

An original of this form must be submitted to the City of Williamsburg Real Estate Assessment Department with the application for review of assessment and any requests for copies of worksheets. The Letter of Authorization must be signed by the owner of record or, if titled in the name of a corporation, by an officer of the corporation authorized to act on its behalf. (This letter cannot be substituted.)

PID #: _____

Account #: _____

(One Letter per Property Required)

Property Address: _____

Please print or type all information except signature lines.

OWNER OF RECORD: _____

MAILING ADDRESS: _____

No. Street

City/County

State

Zip

Telephone: _____ Cell Phone Number: _____

Email Address: _____

As owner(s) of the referenced property I (we) hereby appoint the following company or individual to represent me (us) as ad valorem tax agent with the City of Williamsburg Real Estate Assessment Department. I (we) have reviewed my/our agent's valuation and or opinions and are in agreement with same.

Names of Agent and Firm

Email Address

Mailing Address

Telephone Number

Cell Phone Number

Authorized Signature

(SEAL)

Print or Type Name of Signer