



City of Williamsburg  
 Real Estate Assessment  
 401 Lafayette Street  
 Williamsburg, VA 23185

<https://www.williamsburgva.gov/property-assessor@williamsburgva.gov>

Phone: (757) 220-6185  
 Fax: (757) 220-6185

**ASSESSMENT REVIEW APPLICATION (INFORMAL)**

Submitted by:            E-mail/fax                    Mail                    In-person                    Phone Review

**INSTRUCTIONS:** This form must be filled out completely and filed with the City Assessor.  
 Note: All assessments are based on a January 1, 2022 effective valuation date. This is not a Board of Equalization (BOE) Application.

**One of the following actions will result from this filing:**  
*No Change, Decreased Assessment, Increased Assessment, Neighboring Property Equalization*

- (1) An application form is required for each separate tax parcel;
- (2) Applicant must be legal owner or duly authorized agent with an attached letter of authorization;
- (3) Documentation supporting the applicant's opinion must be submitted with application;
- (4) Appeal of income producing properties must include a detailed income and expense report including rent roll for the current and one prior year.
- (5) The Real Estate Assessment staff are required to correct errors in property data, as well as document any unreported structures/improvements. This may cause an increase or decrease in the assessed value of the parcel. (City of Williamsburg I & E Report Preferred).

Property Owner: \_\_\_\_\_

Subject Property Address: (House Number, Street, City, State, Zip)  
 \_\_\_\_\_

Contact Information: (Phone and Email)  
 \_\_\_\_\_

Parcel Number: \_\_\_\_\_

Owners Opinion of Property's Fair Market Value (Required): \$ \_\_\_\_\_

**PROPERTY TYPE: (PLEASE CHECK ONE)**

|                          |               |                          |                       |                          |                   |
|--------------------------|---------------|--------------------------|-----------------------|--------------------------|-------------------|
| <input type="checkbox"/> | Single Family | <input type="checkbox"/> | 2-3 Family            | <input type="checkbox"/> | Multi-Family Conv |
| <input type="checkbox"/> | Vacant        | <input type="checkbox"/> | Commercial/Industrial | <input type="checkbox"/> | Rental            |

**REASON FOR APPEAL: (PLEASE CHECK ANY THAT APPLY)**

|                          |                    |                          |                |                          |       |
|--------------------------|--------------------|--------------------------|----------------|--------------------------|-------|
| <input type="checkbox"/> | Fair Market Value  | <input type="checkbox"/> | Factual Error  | <input type="checkbox"/> | Other |
| <input type="checkbox"/> | Lack of Uniformity | <input type="checkbox"/> | Clerical Error | <input type="checkbox"/> |       |

**REVIEW REQUESTED: (PLEASE CHECK ANY THAT APPLY)**

|                          |                     |                          |                              |                          |                     |
|--------------------------|---------------------|--------------------------|------------------------------|--------------------------|---------------------|
| <input type="checkbox"/> | Desktop             | <input type="checkbox"/> | Drive By                     | <input type="checkbox"/> | Exterior Inspection |
| <input type="checkbox"/> | Interior Inspection | <input type="checkbox"/> | Interior/Exterior Inspection | <input type="checkbox"/> |                     |

I certify that the statements contained in this application and supporting documents are to be to the best of my knowledge, both correct and true.

Owner/Agent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**ADDENDA (SUPPORTING DOCUMENTATION AND STATEMENT):**

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**INCOME-PRODUCING PROPERTY:**

On a separate attachment, please provide a detailed rent roll and a detailed Income and Expense Statement for the prior calendar year. (City of Williamsburg I & E Report Preferred).

**IF THE BASIS FOR THE REVIEW IS UNIFORMITY AND EQUITY: PLEASE COMPLETE**

| Property Address | Parcel Number | Use Code | Total Value |
|------------------|---------------|----------|-------------|
|                  |               |          |             |
| Property Address | Parcel Number | Use Code | Total Value |
|                  |               |          |             |
| Property Address | Parcel Number | Use Code | Total Value |
|                  |               |          |             |

**IF THE BASIS FOR THE REVIEW IS FAIR MARKET VALUE: PLEASE COMPLETE**

| Property Address | Parcel Number | Sale Price | Total Value |
|------------------|---------------|------------|-------------|
|                  |               |            |             |
| Property Address | Parcel Number | Sale Price | Total Value |
|                  |               |            |             |
| Property Address | Parcel Number | Sale Price | Total Value |
|                  |               |            |             |

**I REQUEST THE ASSESSMENT TO BE ADJUSTED AS FOLLOWS: PLEASE COMPLETE**

| Property Address | Land | Improvement | Total Value |
|------------------|------|-------------|-------------|
|                  |      |             |             |