



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, 2023 effective valuation date. This is not a Board of Equalization (BOE) Application or an Administrative Appeal 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