



City of Williamsburg  
REAL ESTATE ASSESSMENT DEPARTMENT  
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## OFFICIAL REQUEST TITLE 58.1-3294 CODE OF VIRGINIA

**Dear Property Owner:** This is an official request pursuant to Title 58.1-3294 of the Code of Virginia which requires you to furnish this office with income and expense data for any income producing properties for calendar year 2018.

- PLEASE USE THE ATTACHED CITY FORMS.
- SURVEYS MUST BE COMPLETED AND RETURNED TO THE DEPARTMENT OF REAL ESTATE ASSESSMENT NO LATER THAN **March 1, 2019**.

This survey is part of an ongoing effort to obtain current information on the income and expense characteristics of income producing properties, and is necessary to complete our statutory duty of assessing all property at fair market value. Your assistance is necessary to help ensure that our assessments are fair and accurate. It is also your opportunity to tell us if there are any other conditions we should consider in assessing your property.

If this is an owner-occupied property, please complete as much of the survey as possible, in particular the expense data. If any portion of this property is leased or rented to anyone, please complete the survey and return it with all available information. Please contact us if you have any questions or need assistance completing this survey.

PLEASE BE ASSURED THAT THIS INFORMATION WILL BE KEPT STRICTLY CONFIDENTIAL, SUBJECT TO CRIMINAL PENALTIES, IN ACCORDANCE WITH TITLE 58.1-3 OF THE CODE OF VIRGINIA.

If the Department of Real Estate Assessment does not receive the requested information by **March 1, 2019**, the Department will exercise the powers provided within the code as deemed necessary.

Your cooperation with this legal requirement is sincerely appreciated.

Respectfully yours,

Derek J. Green, AAS  
City of Williamsburg  
Assessor