

# REAL ESTATE ASSESSMENT APPEAL APPLICATION

City of Falls Church  
Harry E Wells Building  
Real Estate Assessor's Office

300 Park Avenue  
Gage House  
Falls Church, VA 22046

Telephone: (703) 248-5022 (TTY 711)

E-mail: [realestateassessor@fallschurchva.gov](mailto:realestateassessor@fallschurchva.gov)

Internet: [www.fallschurchva.gov](http://www.fallschurchva.gov)

## For City Assessor Use Only:

APPEAL NUMBER: \_\_\_\_\_

APPEAL BY ASSESSOR: \_\_\_\_\_

DATE: \_\_\_\_\_

## REAL PROPERTY CODE

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## PROPERTY TYPE (circle one)

- |                            |                       |
|----------------------------|-----------------------|
| A. Single Family           | F. Apartment Building |
| B. Townhouse               | G. Industrial         |
| C. Duplex                  | H. Office             |
| D. Residential Condominium | I. Shopping Center    |
| E. Vacant Land             | J. Commercial Condo   |
| K. Other (Specify) _____   |                       |

## CURRENT ASSESSMENT INFORMATION

Year: \_\_\_\_\_

Land Value: \_\_\_\_\_

Improvement Value: \_\_\_\_\_

Total Value: \_\_\_\_\_

APPEAL FORM REVISED 1/29

Owner(s): \_\_\_\_\_

Property Address: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

I hereby certify the facts contained herein and attached are true and correct to the best of my knowledge and belief.

Given under my hand this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_\_

Printed Name \_\_\_\_\_

Signature \_\_\_\_\_

Daytime Phone Numbers: Work: \_\_\_\_\_ Home: \_\_\_\_\_

Would you like to request an interior inspection? Yes \_\_\_\_\_ No \_\_\_\_\_

**NOTE:** If you are not the property owner, you must file a **Letter of Authorization** signed by the owner. Signatures must be notarized or must appear on the property owner's letterhead. If you have questions please call (703) 248-5022 (TTY 711).

**Non-Residential Property Applicants:** Applicants with income producing property **must submit** completed copies of the City of Falls Church's Annual Income/Expense Survey for the two most recent calendar years, along with applicable rent rolls.

## GENERAL INFORMATION

### CONSTITUTIONAL BASIS OF ASSESSMENT:

The Constitution of Virginia requires all real estate to be assessed at fair market value and uniformly with comparable properties. "Fair Market Value" is the price at which the property would sell, given a willing buyer and a willing seller, and where there is no special relationship between buyer and seller. "Uniform" means properties comparable in fair market value should be comparable in their assessed value. To meet these requirements, all property in the City of Falls Church is assessed annually and assessments are effective January 1 of each year. Administrative appeals are authorized under Sections 58.1-3980 and -3981 of the *Code of Virginia as amended*.

### ADMINISTRATIVE APPEAL PROCESS:

Upon receipt of an appeal application, the Real Estate Assessor's Office will initiate a review of the total value of the property, to include both the land and improvement portions. Use a separate application for each parcel being appealed. Please complete this form as fully and accurately as possible. However, you may still submit an appeal application even if you are unable to answer all of the questions on this form. Market (sales) data and the assessments of comparable properties will be given the most consideration. The assessment of all properties reviewed as a result of this appeal may be affirmed or adjusted upward or downward to establish a fair and equitable assessment of the property. You will be provided with a written notification of the results of the review.

### HOW TO RECEIVE ASSISTANCE:

Assessment and sales information is available for your research from three sources:

- 1) By visiting the Internet assessment information site at: <http://property.fallschurchva.gov/ParcelViewer>
- 2) By email at [realestateassessor@fallschurchva.gov](mailto:realestateassessor@fallschurchva.gov)
- 3) By telephone at (703) 248-5022 (TTY 711) Monday through Friday between 8:30 a.m. and 4:00 p.m.

### BOARD OF EQUALIZATION:

**This is not a Board of Equalization application.** To obtain application forms for appealing assessments to the Board of Equalization, please log on to [www.fallschurchva.gov](http://www.fallschurchva.gov), or call (703) 248-5022 (TTY 711). **Property owners applying to the BOE must file by June 4, 2021 regardless of the status of their appeal to the Real Estate Assessor's Office. However, those appeals to the Assessor received by April 2 will receive their written response prior to the BOE June 4 deadline.**

**APPEALS SHOULD BE BASED ON UNIFORMITY AND/OR MARKET VALUE AS OF JANUARY 1. THE AMOUNT OF CHANGE FROM THE PREVIOUS YEAR'S ASSESSMENT IS NOT A LEGAL BASIS FOR APPEAL.**

#### 1) Please provide the following information about your property:

- Total number of finished rooms  
(include finished basement rooms and exclude baths, utility & laundry room): \_\_\_\_\_
- Total number of full baths (3 fixtures – sink, toilet, and shower or tub): \_\_\_\_\_
- Total number of half baths (2 fixtures – sink and toilet only): \_\_\_\_\_
- Number of fireplaces: \_\_\_\_\_
- Number of finished rooms in basement: \_\_\_\_\_
- What portion of the basement is finished (1/4, 1/2, 3/4, Full): \_\_\_\_\_

Central air conditioning?      Yes       No

List the cost and year completed for additions or remodeling since you purchased this property:

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Does the property have the following? (*check all appropriate*)

Public water:       Public sewer:       Natural gas:       Septic:       Well:

**2) Reason for appeal: (select at least one)**

- FAIR MARKET VALUE:** This property is assessed greater or less than its Fair Market Value as indicated by a review of comparable sales on the reverse side of this form.
- LACK OF UNIFORMITY:** This property assessment is not consistent with similar properties as indicated by a review of comparable properties on the reverse side of this form.
- ERRORS IN PROPERTY DESCRIPTION:** Assessment is based on inaccurate information concerning this property, such as lot size, square footage, condition of property, etc.

**3) Provide a brief explanation for items checked above:**

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**4) Did you purchase your property within the last three years? If so, list the date and sale price:**

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**5) Is your property now listed for sale, or has it been listed within the last three years? If so, at what price and how long was/has it been on the market?**

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**6) Has your property been professionally appraised within the last two years for refinancing, a home equity loan, a relocation, to obtain a loan for purchase, etc.? If so, list the final appraised value, date of appraisal, and include a copy of the complete appraisal form.**

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**7) Based on the information that you have supplied herein, state your opinion of the proper**

**assessment of your property as of**

**January 1, 2021**

**\$**

**Provide information in the spaces below for properties which you feel are comparable to your property and support your position. Attach additional documentation as necessary.** Please identify each property by at least one of the following: ▶ Real Property Code (**RPC #**) ▶ Street Address ▶ Property Owner(s) Name(s).

(**Note:** Sales that occurred in 2020 can be used in support for or against the January 1, 2021 assessment. However, sales that occur in 2021 are not yet relevant. Sales after January 1, 2021 will be factored into next year's assessment).

<b>1) RPC #:</b>		Property Address:			
Owner(s):					
Sale Date:	Sale Price:	Land SF:	Improvement SF:	Year Built:	
<b>Assessed Value:</b>	Land:	Improvement:	<b>Total:</b>		
<b>STATE HOW THIS PROPERTY SUPPORTS YOUR APPEAL (sale price, uniformity, etc.):</b>					

<b>2) RPC #:</b>		Property Address:			
Owner(s):					
Sale Date:	Sale Price:	Land SF:	Improvement SF:	Year Built:	
<b>Assessed Value:</b>	Land:	Improvement:	<b>Total:</b>		
<b>STATE HOW THIS PROPERTY SUPPORTS YOUR APPEAL (sale price, uniformity, etc.):</b>					

<b>3) RPC #:</b>		Property Address:			
Owner(s):					
Sale Date:	Sale Price:	Land SF:	Improvement SF:	Year Built:	
<b>Assessed Value:</b>	Land:	Improvement:	<b>Total:</b>		
<b>STATE HOW THIS PROPERTY SUPPORTS YOUR APPEAL (sale price, uniformity, etc.):</b>					