



**County of Roanoke, Virginia**  
**Board of Equalization**  
**Application for Formal Hearing Appeal**

The Roanoke County Board of Equalization (BOE) is a committee comprised of 5 citizens of the County, each being a representative of the 5 magisterial districts. BOE members are appointed by the County Circuit Court and serve for a term of one year.

The purpose of the BOE is to provide taxpayers an opportunity for a formal hearing by a court appointed committee to determine if the property in question is assessed greater or less than its Fair Market Value, if the assessment is not uniform in its application or the assessment is otherwise not equalized.

The taxpayer or agent for the taxpayer may provide supporting documentation (appraisals, photographs, plans, etc.) to the BOE that will be retained as part of the permanent record.

Please complete this form and return it to **County of Roanoke, Real Estate Valuation Office, Attn: Board of Equalization, P. O. Box 29800, Roanoke, Virginia 24018**. Once the application has been received, the Secretary for the BOE will contact you to schedule an appointment.

*Under state law, financial impact and/or the rate of value change is not sufficient grounds for appeal.*

*As required, the county's assessment is an estimate of fair market value as of January 1<sup>st</sup> each year.*

**Owner/Applicant Information:**

Deeded Owner Name(s):		Tax Map #:
Property Address:		
Applicant Name*:		Relationship to Owner:
Applicant Phone:	Alt Phone:	Email:
Applicant Mailing Address:		
Name of person(s) attending hearing*:		

\*If the person completing this form and/or person attending is not a deeded owner, the authorization form must be completed and notarized.

**Select requested hearing date:**

<input type="checkbox"/> <b>April 30<sup>th</sup></b> (application deadline March 13 <sup>th</sup> )	<input type="checkbox"/> <b>July 30<sup>th</sup></b> (deadline June 12 <sup>th</sup> )	<input type="checkbox"/> <b>October 29<sup>th</sup></b> (deadline September 11 <sup>th</sup> )
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**Current Assessment:**

Land Value: \$	Improvement/Building Value: \$	Total Value: \$
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**Check one or more for your appeal basis:**

<input type="checkbox"/>	<b>FAIR MARKET VALUE:</b> This property is assessed greater or less than its Fair Market Value as indicated by a review of comparable properties (see second page).
<input type="checkbox"/>	<b>LACK OF UNIFORMITY:</b> This property assessment is out of line generally with similar properties (see second page).
<input type="checkbox"/>	<b>ERRORS IN PROPERTY DATA:</b> Assessment is based upon inaccurate information concerning this property such as lot size, square footage, condition of property, flood plain, topography, zoning, etc. (List info on second page).

**Based on this appeal information, I believe that the proper assessment of this property as of January 1<sup>st</sup> should be:**

Fair Market Land: \$	Improvement/Buildings: \$	Total: \$
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**General Comments on Appeal Basis (attach additional pages if necessary):**

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**Sale Information for Property being Appealed (Fair Market Value):**

Most Recent Sale:	Date:	Price:	
Recent Listing(s):	Date:	Price:	# of Weeks:
	Date:	Price:	# of Weeks:
Recent Appraisal(s): (Provide copies)	Date:	Value:	Appraisal Reason:
	Date:	Value:	Appraisal Reason:

**Assessment/Sales of Comparable Properties** (Fair Market Value/Lack of Uniformity):

**Please list similar properties for the BOE to review for uniformity** (tax map number or address)

1)		2)		3)	
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**Comments (attach additional pages if necessary):**

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**Physical Characteristics of Main Building being Appealed** (Errors in Property Data, "N/A", if not applicable):

Year Built:	Central Air Conditioning? <input type="checkbox"/> NO <input type="checkbox"/> YES
Date of Last Remodel:	Finished Basement? <input type="checkbox"/> NO <input type="checkbox"/> YES %
# of Full Baths (with tub or shower):	# of Half Baths (with no tub or shower):
Number of Fireplaces:	
Utilities: <input type="checkbox"/> Public Water <input type="checkbox"/> Public Sewer <input type="checkbox"/> Gas <input type="checkbox"/> Septic <input type="checkbox"/> Well	

**Comments (attach additional pages if necessary):**

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**Please check below if you would like the following from Real Estate Valuation:**

<input type="checkbox"/>	I will need a copy of the assessment records pertaining to my property. (Available online)
<input type="checkbox"/>	I would like to schedule an appointment with my assessor to make a physical examination of my property.

**SIGNATURE OF OWNER/REPRESENTATIVE**

\*If applicant is not the owner of record, an **Appeals Authorization Form** from the owner must be provided prior to the hearing.  
The BOE Authorization Form can be found at <http://www.roanokecountyva.gov/DocumentCenter/View/6218>

**I certify that to the best of my knowledge, the descriptions and statements contained in this application are accurate.**

**Print Name:** \_\_\_\_\_ **Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_