

Application for Equalization of Real Property Assessment

City of Waynesboro Board of Equalization
Of Real Estate Assessments
250 South Wayne Ave, Suite 203
Waynesboro, VA 22980
Phone: 540-942-6722

BOE applications will be accepted March 1, 2021 – April 12, 2021.

BOE Review Application must be RECEIVED by the Assessor’s office by April 12, 2021.

The City of Waynesboro Board of Equalization (BOE) is a committee comprised of 3 citizens of the City appointed by the Circuit Court.

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 should provide supporting documentation (appraisals, photographs, plans, etc.) to the BOE that will be retained as a part of the permanent record. When this appeal is filed, the total assessment is reopened and may be increased, decreased, or affirmed. A separate application must be made for each parcel.

Please complete this application and return it along with any supporting documentation, to the City Assessor’s Office, Attention: Board of Equalization, 250 South Wayne Avenue, Suite 203, Waynesboro, Virginia 22980. By email, it may be returned to: Assessor@ci.waynesboro.va.us.

PROPERTY INFORMATION

Account Number: _____

Property Street Address: _____

Property Owner Name: _____

2021 Assessment Notice Values:

Land: \$ _____ Building: \$ _____ Total: \$ _____

I believe the proper assessment of this property on January 1, 2021 should be:

Land: \$ _____ Building: \$ _____ Total: \$ _____

BASIS FOR APPEAL (YOU MUST SELECT AT LEAST ONE):

1)	FAIR MARKET VALUE: This property is assessed at greater or less than its fair market value based upon sales information for the following properties.		
Parcel ID	Address	Sale Date	Sale Price
#1:			
Comment:			
#2:			
Comment:			
#3:			
Comment:			

2)	LACK OF UNIFORMITY: Assessment is not uniform in relation to comparable properties. Please outline differences between your property and the comparison properties.		
	Parcel ID	Address	Living Area
#1:			
Comment:			
#2:			
Comment:			
#3:			
Comment:			

3)	ERRORS IN PROPERTY DESCRIPTION: The property record card has the following description errors. (i.e., finished living area, area of basement finish, baths, decks, patios, porches, lot size, condition of property, flood plain, etc.)		

4)	INCOME APPROACH TO VALUE DOES NOT SUPPORT CURRENT ASSESSMENT Please attach income and expense statements to support requested value.		
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OWNER/APPLICANT INFORMATION

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

Signature of Applicant/Owner: _____

Print name of Applicant: _____

Phone: Work _____ Home _____ Email _____

Applicant/Owner Mailing Address (if different from property address):

CHECK ONE: () I AM THE OWNER OF RECORD () I AM NOT THE OWNER OF RECORD
 Relation to property owner: (Attorney, Tax Rep, etc.)

*IF THE APPLICANT IS NOT THE OWNER OF RECORD of the subject property, this application must include an original Letter of Authorization from the owner.