

CITY OF PORTSMOUTH

TO THE BOARD OF EQUALIZATION OF THE CITY OF PORTSMOUTH, VA. :

The undersigned taxpayer respectfully makes application for the equalization of the assessment on the following described property.

DESCRIPTION OF PROPERTY

Name of Owner _____

Address of Property _____

Map _____ Parcel _____

Present Assessment -Land \$ _____ Buildings \$ _____ Total \$ _____

Former Assessment -Land \$ _____ Buildings \$ _____ Total \$ _____

I request the assessment on this property be compared to that on the following described property.

Address _____ Map _____ Parcel _____

Present Assessment -Land \$ _____ Buildings \$ _____ Total \$ _____

Address _____ Map _____ Parcel _____

Present Assessment -Land \$ _____ Buildings \$ _____ Total \$ _____

I request the assessments be reduced as follows:

Land from \$ _____ to \$ _____ Decrease \$ _____

Buildings from \$ _____ to \$ _____ Decrease \$ _____

Total from \$ _____ to \$ _____ Decrease \$ _____

I (do) (do not) wish to appear in person before the Board in connection with this application.

I can be contacted during business hours at the following telephone number: _____

Given under my hand this _____ day of _____, 20____.

Signed by Owner or Agent

Address of Owner or Agent

TO THE CITY ASSESSOR OF THE CITY OF PORTSMOUTH, VA. :

At a meeting of the Board of Equalization of the City of Portsmouth held on the _____ day of _____, 20____, it was ordered that the assessment on the above described property be (affirmed) (decreased) (increased) to read as follows:

Land \$ _____ Buildings \$ _____ Totals \$ _____

Given under my hand this _____ day of _____, 20____

BOARD OF EQUALIZATION OF THE CITY OF PORTSMOUTH

By _____
Chairman

(See other side for instructions-also give additional information)

Brief description of Buildings _____

State in full why you think the assessment of this property is out of proportion to other like surrounding property.

No. _____

BOARD OF EQUALIZATION
of the
CITY OF PORTSMOUTH, VIRGINIA

APPLICATION OF

Name of Property Owner

FOR EQUALIZATION OF
ASSESSMENT ON THE
FOLLOWING PROPERTY

MAP _____ PARCEL _____

APPLICATION RECEIVED ON THE

____ DAY OF _____ 20__

SEE OTHER SIDE FOR ACTION TAKEN BY
BOARD OF EQUALIZATION

INSTRUCTIONS TO APPLICANTS

PLEASE READ AND FOLLOW
INSTRUCTIONS:

Applicants will understand that the Board of Equalization of the City of Portsmouth has been appointed for the purpose of securing uniformity as far as practical in real estate assessments in the City of Portsmouth, so that the burden of real estate taxation shall rest equally upon all the owners of the same. **In order for the Board to grant relief to an Applicant, he must be able to show that the assessment of his property is out of proportion with other like surrounding property.**

Applicants are requested to furnish as completely as their information permits answers to the questions found in this Application in order to facilitate the work of the Board and to save time, which would be consumed if the Board had to make a detailed appraisal of each piece of property.

It is not necessary that you appear before the Board in person, but if you so desire, please furnish your telephone number in order to be notified of your appointment to appear before the Board.

APPLICATION MUST BE MADE IN TRIPLICATE
AND ALL INFORMATION MUST BE STATED ON
APPLICATION

