

SINGLE – FAMILY RESIDENTIAL BOARD EQUALIZATION ASSESSMENT APPEAL

PLEASE NOTE: THE DEADLINE FOR FILING IS APRIL 15, 2025

FOR OFFICE USE ONLY

Submit one form for each property parcel under appeal, or, Economic Unit.

ARLINGTON COUNTY, VIRGINIA
BOARD OF EQUALIZATION OF REAL ESTATE ASSESSMENTS
2100 Clarendon Boulevard, Suite 502
Arlington, VA 22201
Telephone (703) 228-3920

CASE NO. 2025-

RPC NO. _____

PLEASE NOTE: The accuracy of an assessment is judged by the Board of Equalization on the basis of (1) its relationship to comparable properties and (2) whether it is valued in excess of (or below) fair market value.

PLEASE COMPLETE ALL SECTIONS OF APPLICATION – SEE REVERSE FOR INSTRUCTIONS

Name of Legal Owner _____
(AS LISTED IN OWNERSHIP RECORDS)

Mailing Address _____ Zip Code _____

Location of Property (Street and Number) _____

Legal Description of property _____

LOT BLOCK SECTION SUBDIVISION

In order that the Board does not overlook any significant points in your appeal, it would help to outline pertinent information such as:

1. Date of Purchase _____ Price \$ _____
2. State your opinion of fair market value as of January 1, 2025. What do you think your January 1, 2025 assessment should be? _____
2. What do you consider the condition of the property? _____
3. Please list the addresses of properties that you consider similar to yours and are assessed less than your assessment. **(A Maximum of 5 comparable assessments may be submitted.)** _____

3. What particular points do you think the Board should observe that would cause a change in assessment?

ATTACH A SECOND SHEET, IF NECESSARY.

A personal appearance is not necessary for an appeal to be considered by the Board. However, if you wish to appear at a Board hearing, an appointment will be scheduled. Members of the Board may inspect the property under appeal prior to the hearing. Do you wish to appear before the Board? YES NO

DATE OWNER'S NAME (PRINT OR TYPE)

(_____) _____
HOME PHONE OWNER'S SIGNATURE

(_____) _____
OFFICE PHONE AGENT IF APPLICABLE

SEE REVERSE FOR INSTRUCTIONS



INSTRUCTIONS FOR FILING SINGLE-FAMILY RESIDENTIAL BOARD OF EQUALIZATION APPEAL

Please use these resources as you prepare an appeal

- *Frequently asked questions about real estate assessments of residential properties* brochure.
- *Rules and procedures for hearings.*
- *Real Estate Assessments main page*, with links to Frequently Asked Questions, tax-year-specific information, forms, *Single Family Residential Assessments* (which explains assessment methodology in greater detail), and online assessments (link from your property's assessment to information on neighborhood boundaries and sales)

- The deadline for filing appeals is **April 15, 2025**.
- All hard copy supporting documentation is due to the Board of Equalization by **April 15, 2025**.
- **If April 15th falls on a weekend, the deadline for filing an appeal application is the next business day.**
- Board hearings are held between March and October each year.
- Although, by statute, you may appeal directly to the Board of Equalization, the Board prefers that you try to settle your differences with the assessor first. Differences are often resolved at the departmental level, thus eliminating the need to go forward to the Board. The deadline for filing for a departmental review with the assessor is **March 3, 2025**. An interior inspection may be required.
- If you have previously filed an administrative review with the Department of Real Estate Assessments and you have not heard from the Department by two weeks prior to the Board appeal deadline (April 15th), you may wish to file to protect your right to appeal.
- Please include with your application any information you feel is relevant, i.e., comparable sales, appraisals, etc. A Maximum of 5 comparable assessments may be submitted.
- A separate form should be submitted for each property being appealed. Form may be duplicated but for each appeal there must be an original signature.
- After you have submitted your appeal application you will be contacted by an appraiser from the Department of Real Estate Assessments if you have not already had such contact in relation to a departmental review.
- Please specify on the reverse side of this form whether you wish to attend the hearing. If you do wish to attend, the Secretary to the Board will contact you to set up a hearing date. All hearings will be concluded by the end of October.
- If application is being submitted by anyone other than the legal owner of the property, it must be accompanied by a **Letter of Authorization which must:**
 - Be an original document
 - Be effective for the current tax year 2025
 - Identify owner of record by the RPC (Real Property Code[s])
 - Identify agent with address and telephone number
 - State property address
 - Be signed by owner
 - Be notarized
- Letter of Authorization forms are available upon request by calling (703) 228-3920. Forms may also be printed from the Department's web pages on the County's website at: www.arlingtonva.us.
- Please see enclosed Rules and Procedures for Board of Equalization Hearings.
- Postponements & withdrawals after a hearing has been scheduled will be granted only at the discretion of the Board of Equalization.

Boards of Equalization, under Virginia Law, have the authority to raise, lower or leave the same any assessment brought before them. In the past the Arlington County Board of Equalization has taken some actions in each of the three categories.

Real Estate Assessment Information is available on the Internet at: www.arlingtonva.us