



# County of Fairfax, Virginia

To protect and enrich the quality of life for the people, neighborhoods and diverse communities of Fairfax County

**OFFICIAL REQUEST  
TITLE 58.1-3294 CODE OF VIRGINIA**

Dear Property Owner:

This is an official request pursuant to Title 58.1-3294 of the Code of Virginia which requires you to furnish this office with income and expense data including the rent roll for any income producing properties for calendar year 2019.

- PLEASE USE THE ATTACHED COUNTY FORM
- YOUR DATA MUST BE RECEIVED BY THE DEPARTMENT OF TAX ADMINISTRATION NO LATER THAN APRIL 1, 2020.

This survey is part of an ongoing effort to obtain current information on the income and expense characteristics of income producing properties and is necessary to complete our statutory duty of assessing all property at fair market value. Your assistance is necessary to help ensure that our assessments are fair and accurate. It is also your opportunity to tell us if there are any other conditions we should consider in assessing your property.

If this is an owner-occupied property, please complete as much of the survey as possible, in particular the expense data. If any portion of this property is leased or rented to anyone, please complete this survey with all available information. If you have any questions or need assistance completing this survey, please contact us:

<http://icare.fairfaxcounty.gov/ContactUs/>

PLEASE BE ASSURED THAT THIS INFORMATION WILL BE KEPT STRICTLY CONFIDENTIAL, SUBJECT TO CRIMINAL PENALTIES, IN ACCORDANCE WITH TITLE 58.1-3 OF THE CODE OF VIRGINIA. If the Department of Tax Administration does not receive the requested information by April 1, 2020, the Department will exercise the powers provided within the code as deemed necessary. Failure to provide this information may affect your rights to appeal.

Your cooperation with this legal requirement is sincerely appreciated.

Thomas Reed, Director  
Real Estate Division, DTA

cc: Jay Doshi, Director, Department of Tax Administration



**DEPARTMENT OF TAX ADMINISTRATION (DTA)  
REAL ESTATE DIVISION**

12000 Government Center Parkway, Suite 357  
Fairfax, VA 22035  
Phone: 703-703-222-8234  
TTY 711; Fax: 703-324-3935  
[www.fairfaxcounty.gov/taxes](http://www.fairfaxcounty.gov/taxes)