



# 2023 REAL ESTATE ASSESSMENT APPEAL

**Department of Tax Administration (DTA)  
Fairfax County Real Estate Division**  
12000 Government Center Parkway, Suite 357  
Fairfax, Virginia 22035

**Telephone:** 703-222-8234; TTY: 711  
**E-mail:** [DTAREDAppeals@fairfaxcounty.gov](mailto:DTAREDAppeals@fairfaxcounty.gov)  
**Internet:** [www.fairfaxcounty.gov/taxes](http://www.fairfaxcounty.gov/taxes)

Tax Map Reference Number
_____

<b>DTA USE ONLY NBHD #:</b> _____
Appeal Number: _____
Assigned to Appr: _____ Date Due: ____/____/____

**APPEAL DEADLINE IS APRIL 3, 2023**

***Appeals must be postmarked no later than April 3<sup>rd</sup>. Administrative appeals filed after April 3, 2023 will not be accepted. Electronic appeals must be received no later than 4:30 p.m. EDT on April 3, 2023. See options on reverse for submitting your appeal electronically.***

Address of Property Being Appealed:		
Property Location (City):	Property Zip Code:	
Building Name (if any):		
Name of owner (s) on Jan. 1, 2023:		
2023 Assessment Notice Values: Land:	Building:	Total:

**Under state law, financial impact and/or the rate of value change are not sufficient grounds for appeal. As required, the county's assessment is an estimate of fair market value as of Jan. 1, 2023. Appeals should be based on at least one of the three categories noted below. 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 reverse side of form).
<input type="checkbox"/>	<b>LACK OF UNIFORMITY:</b> This property assessment is out of line generally with similar properties (see reverse side of form).
<input type="checkbox"/>	<b>ERRORS IN PROPERTY DESCRIPTION:</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 accurate property characteristic details on the reverse side of this form).

**OWNER/APPLICANT INFORMATION (must be completed by all owners or applicants):**

<i>Based on this appeal information, I believe the proper assessment of this property as of Jan. 1, 2023 should be:</i>		
Land:	Building:	Total:
<b>I hereby certify that the facts contained herein and attached hereto are true, accurate and correct to the best of my knowledge and belief.</b>		
Given under my hand this _____ day of _____, 2023		
Signature of Applicant/Owner: _____		
Print name of Applicant/Owner : _____		
Phone: Day ( ) _____ Other ( ) _____ E-Mail _____		
Applicant/Owner Mailing Address (if different from property address): _____		
<b>CHECK ONE:</b> <input type="checkbox"/> I AM THE OWNER OF RECORD <input type="checkbox"/> I AM NOT THE OWNER OF RECORD		

**ALL APPEALS MUST BE FILED BY THE OWNER OF RECORD OF THE SUBJECT PROPERTY. PARTIES WHO HAVE ACTUALLY PAID THE TAXES ON THE SUBJECT PROPERTY MAY FILE AN APPLICATION AS LONG AS THE OWNER ALSO FILES AN APPEAL. Two most recent annual income/expense surveys along with a current rent roll must be submitted with appeals on income producing properties.**

**Physical Characteristics of Property Being Appealed (please verify all: "n/a" if not applicable):**

Year Built:	Total number of fireplaces (incl bsmt):
Year house remodeled & cost:	Central air conditioning (yes or no):
Year kitchen remodeled & cost:	Number of bedrooms in basement:
Year bath/baths remodeled & cost:	Number of dens in basement:
Total number of rooms – condos only (incl bsmt):	Size of basement rec room (square feet):
Total number of bedrooms:	Second kitchen (yes or no):
Total number of full bathrooms w/tub or shower (incl bsmt):	Elevator (yes or no):
Total number of half bathrooms (incl bsmt):	Utilities (circle): Water    Sewer    Gas    Septic    Well

**Sale Information on Property Being Appealed:**

Most recent sale date and price:

Has the property under appeal been listed for sale in the last 3 years? (yes or no - provide dates and prices)

Has the property under appeal been professionally appraised in the last 3 years? If so, provide the date of appraisal and opinion of market value. (submit a copy of the appraisal, if available)

**Comparable Properties (attach additional pages to submit more comparables or other comments):**

Provide information below relating to properties with characteristics, assessments or sales prices that support your assessment appeal. Sales in 2022 can be considered for the 1/1/23 assessment; sales that occur in 2023 are **not** applicable until the Jan. 1, 2024 assessment. Assistance information is noted at the bottom of this page.

	<b>Comparable #1</b>	<b>Comparable #2</b>	<b>Comparable #3</b>
Property Address:	_____	_____	_____
Map Reference #:	_____	_____	_____
Land Assessed Value:	_____	_____	_____
Building Assessed Value:	_____	_____	_____
Total Assessed Value:	_____	_____	_____
Sale Date:	_____	_____	_____
Sale Price:	_____	_____	_____
Style:	_____	_____	_____
Model Name:	_____	_____	_____
Comments: (attach additional pages if necessary)			

To submit your appeal electronically go to [www.fairfaxcounty.gov/taxes/real-estate/assessment-appeals](http://www.fairfaxcounty.gov/taxes/real-estate/assessment-appeals) or you may email your completed appeal to [DTAREDAppeals@fairfaxcounty.gov](mailto:DTAREDAppeals@fairfaxcounty.gov). **It is important to note the deadline time and date.** You will receive a written response to your appeal (whether the assessment is affirmed, or if adjustments are made either up or down). You have a right to examine in our office the property appraisal cards; working papers used to derive the assessment of your property, if any; and, any available information regarding the methodology employed in the calculation of your property’s assessment, to include a list of comparable properties or sales figures considered; the capitalization rate (for commercial properties); and, any other market surveys, formulas, matrices or other factors that may have been considered, if any. [Va. Code § 58.1-3331; subject to restrictions of Va. Code § 58.1-3]

**How to receive assistance and research comparable properties:**

- 1) Go online to [www.fairfaxcounty.gov/taxes](http://www.fairfaxcounty.gov/taxes) (click on “Real Estate Tax” and “View My Property”).
- 2) Call the Automated Information System 703-222-6740, TTY: 711, Monday–Saturday from 7 a.m. to 7 p.m.
- 3) Request a virtual or phone appointment with a DTA team member at [www.fairfaxcounty.gov/taxes/appointments](http://www.fairfaxcounty.gov/taxes/appointments)
- 4) Call DTA staff at 703-222-8234, TTY: 711 Monday through Friday between 8 a.m. and 4:30 p.m.

To request this form in an alternate format, contact the Fairfax County Department of Tax Administration at 703-222-8234.