

# County of Roanoke, Virginia

## Board of Equalization Application for Formal Hearing

The Roanoke County Board of Equalization (BOE) is a committee comprised of 5 citizens of the County, each being a representative of the 5 magisterial districts. BOE members are appointed by the Circuit Court of Roanoke County and serve for a term of one year.

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 at more than its fair market value, if the assessment is not uniform in its application, or if the assessment is otherwise not equalized.

The taxpayer or agent for the taxpayer may provide supporting documentation (appraisals, photographs, plans, etc.) to the BOE and will be retained as part of the permanent record.

Please complete this form and return to County of Roanoke, Real Estate Valuation Office, Attn: Board of Equalization, P. O. Box 29800, Roanoke, Virginia 24018. Once the application has been received, the Secretary for the BOE will contact you to schedule an appointment.

**Application Date:** \_\_\_\_\_

**Tax Map Number:** \_\_\_\_\_

**Deeded Owner Name(s):** \_\_\_\_\_

**Property Address:** \_\_\_\_\_

**Home Phone:** (     ) \_\_\_\_\_

**Business Phone:** (     ) \_\_\_\_\_

### Proposed Assessment

**Land Value** \$ \_\_\_\_\_ **Building Value** \$ \_\_\_\_\_ **Total Value** \$ \_\_\_\_\_

**Check ( ✓ ) below which factor is the basis for your complaint**

(     ) Assessment higher than market value

Please state your opinion of fair market value of your property: \$ \_\_\_\_\_

(     ) Assessment not uniform with similar properties in same or similar neighborhoods

Please list similar properties for BOE to review for uniformity: (tax map number or address)

1) \_\_\_\_\_ 2) \_\_\_\_\_ 3) \_\_\_\_\_

**Comments (please be specific):** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**I certify that to the best of my knowledge, the descriptions and statements contained in this application are accurate.**

**Print Name:** \_\_\_\_\_ **Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_