



# 2024 REAL ESTATE ASSESSMENT APPEAL

Department of Tax Administration (DTA)  
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	
_____	

DTA USE ONLY NBHD #: _____
Appeal Number: _____
Assigned to Appr: _____ Date Due: ___/___/___

## APPEAL DEADLINE IS APRIL 1, 2024

**Appeals must be postmarked no later than April 1st. Administrative appeals filed after April 1, 2024 will not be accepted. Electronic appeals must be received no later than 4:30 p.m. EDT on April 1, 2024. 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, 2024:		
2024 Assessment Notice Values: Land:	Building:	Total:

**Please note: 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 January 1, 2024. Appeals must 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 (Please provide at least one comparable property on reverse side of form).
<input type="checkbox"/>	<b>LACK OF UNIFORMITY:</b> This property assessment is out of line generally with similar properties (Please provide at least one comparable property on 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, 2024 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 _____, 2024		
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.**

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

**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
Comments:	

**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 for commercial or in the last year for residential? If so, provide the date of appraisal and opinion of market value. (submit a copy of the appraisal, if available)

**Comparable Properties: Please submit between 1 to 5 Uniformity and Sales Comparables.**

Provide comparable properties below that support your assessment appeal. A comparable property is a property that is similar to the property being appealed. Sales in 2023 can be considered for the 1/1/24 assessment; sales that occur in 2024 are **not** applicable until the Jan. 1, 2025 assessment. Assistance information is noted at the bottom of this section.

Sales/Uniformity	Comparable #1	Comparable #2	Comparable #3	Comparable #4	Comparable #5
Property Address:	_____	_____	_____	_____	_____
Map Reference #:	_____	_____	_____	_____	_____
Sales Date:	_____	_____	_____	_____	_____
Sales Price:	_____	_____	_____	_____	_____

Comments:

Comparables can be researched on line via [www.fairfaxcounty.gov/taxes](http://www.fairfaxcounty.gov/taxes) (click on "Real Estate Tax" and "View My Property") or for assistance from a DTA team member schedule an appointment at [www.fairfaxcounty.gov/taxes/appointments](http://www.fairfaxcounty.gov/taxes/appointments). You can also call DTA staff at 703-222-8234, TTY: 711 Monday through Friday between 8 a.m. and 4:30 p.m.

*I understand that if this application is based solely on percentage change or the potential financial impact of the new assessment, my appeal may be denied. After the required information is filed, DTA may request additional information and documents deemed necessary for a determination. If the taxpayer does not provide all the documents or information requested, the appeal will be decided based on the information available to DTA. If sufficient information is unavailable to permit an adequate analysis, the appeal will be denied.*

Submit electronically via: Online: [www.fairfaxcounty.gov/taxes/real-estate/assessment-appeals](http://www.fairfaxcounty.gov/taxes/real-estate/assessment-appeals)  
 Email: [DTAREDAppeals@fairfaxcounty.gov](mailto:DTAREDAppeals@fairfaxcounty.gov)

**PLEASE note the deadline date and time.** Analysis results will be mailed to you. 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]