

INSTRUCTIONS FOR FILING RESIDENTIAL SUPPLEMENTAL REVIEW

- **Residential Applicants:** Please include with your application any information you feel is relevant, i.e., comparable sales, appraisals, condition of property, etc. **A maximum of 5 comparable assessments may be submitted.** An appraiser will contact you to schedule an appointment and inspection of your property. An interior inspection may be required.

- **Commercial Applicants:** A formal review hearing will be held with the appellant in the offices of the Department of Real Estate Assessments. You will be notified of the date and time of the departmental hearing. You must submit with the application all information you wish to have considered by the Department in the review process, including but not limited to:
 - Any current appraisal you wish to have considered
 - Lease information
 - Construction costs
 - Any fact or condition that affects the value of the property

- 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 should:
 - Be an original document
 - Identify owner of record, RPC (Real Property Code[s])
 - State property address
 - State the specific year(s) for which authorization is valid
 - Identify agent with address and telephone number
 - Be signed by an owner or an authorized officer of the corporation
 - Signature line must include:
 1. the notarized signature of an owner of record of the property or an officer of the corporation
 2. printed or typed name and title

- Letter of Authorization forms will be mailed on request. Please contact the Department at (703) 228-3920. The forms may also be printed from the Department's web pages on the County's website at:
<https://www.arlingtonva.us/Government/Topics/Real-Estate>

REAL ESTATE ASSESSMENT INFORMATION IS AVAILABLE ON THE INTERNET AT:

<https://www.arlingtonva.us/overnment/Topics/Real-Estate>

Appraiser Remarks:
