

**LETTER OF AUTHORIZATION**  
**NOTICE TO PROPERTY OWNERS AND AGENTS/REPRESENTATIVES**

Property owners who wish to be represented by an agent or representative in matters concerning real estate assessments must provide a Letter of Authorization to the Board of Equalization. A copy of Authorization is contained on page two.

1. It must be an **original** document addressed to the Office of the Board of Equalization of Manassas City, whose address is 9027 Center St., Room 104, Manassas, VA 20110. Faxes and E-mails are not acceptable.
  
2. It must identify the property by specifying:
  - a. The Owner of Record
  - b. The Manassas City Tax Map Number
  - c. The Assessment Year in Question (until further notice is not acceptable)

All of this information is contained on the assessment notice.

3. It must identify the agent/representative, including their name, address and telephone number.
  
4. It must be signed by the owner of record of the property, or, if titled in the name of a corporation, it must be signed by an officer of the corporation authorized to act on its behalf. Management Companies and other third party signatures are not acceptable.
  
5. The signature line must include:
  - a. Signature of owner or officer
  - b. The name of the signer, printed or typed
  - c. The title of the signer

**ALL APPEALS ON EQUITY MUST CONTAIN DETAILS TO SHOW THAT INEQUITY EXISTS BETWEEN THE SUBJECT AND SIMILAR PROPERTIES. ALL APPEALS BASED ON FAIR MARKET VALUE SHOULD FOLLOW ACCEPTED APPRAISAL GUIDELINES. ANY OPINION REGARDING REAL ESTATE VALUATION OR CONSULTING SHOULD BE PERFORMED IN ACCORDANCE WITH STATE LAWS.**

CITY OF MANASSAS  
Board of Equalization  
Real Estate Assessments  
LETTER OF AUTHORIZATION

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**AN ORIGINAL OF THIS FORM MUST BE SUBMITTED TO OFFICE OF THE BOARD OF EQUALIZATION WITH REQUESTS FOR REVIEW OF ASSESSMENT AND REQUESTS FOR COPIES OF WORKSHEETS. IT MUST BE SIGNED BY THE OWNER OF RECORD OR; IF TITLED IN THE NAME OF A CORPORATION, BY AN OFFICER OF THE CORPORATION AUTHORIZED TO ACT ON ITS BEHALF. (AN ORIGINAL LETTER FROM THE OWNER MAY BE SUBSTITUTED FOR THIS FORM PROVIDED IT CONTAINS ALL OF THE INFORMATION REQUESTED BELOW.)**

*Please print or type all information except signature lines.*

OWNER OF RECORD: \_\_\_\_\_

ADDRESS: \_\_\_\_\_  
                            No.  Street  
\_\_\_\_\_  
                            City  State  Zip

Telephone (\_\_\_\_) \_\_\_\_\_

**As owner(s) of the referenced property I(we) hereby appoint the following company or individual to represent me(us) as ad valorem tax agent with the Board of Equalization. I (we) have reviewed my/our agents valuation and or opinions and are in agreement with same.**

\_\_\_\_\_  
                            Name of Agent and Firm  
\_\_\_\_\_  
                            Address  \_\_\_\_\_  
  Telephone No.

Tax year for which this authorization is valid: \_\_\_\_\_  
*(Please cite specific year - "Until further notice" is not acceptable.)*

TAX MAP NUMBER (ONE LETTER PER PROPERTY REQUIRED): \_\_\_\_\_

Property Address \_\_\_\_\_

(SEAL) \_\_\_\_\_  
\_\_\_\_\_  
  Authorized Signature  
\_\_\_\_\_  
  Print or Type Name of Signer  
\_\_\_\_\_  
  Title

State \_\_\_\_\_  
County \_\_\_\_\_

The foregoing was acknowledged before me this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

\_\_\_\_\_  
                            Notary Public

My commission expires: \_\_\_\_\_ Registration # \_\_\_\_\_