City of Newport News Real Estate Assessor's Office

700 Town Center Drive, Suite 220 Newport News, VA 23606
Phone: (757) 926-1926 Email: plreturns@nnva.gov

LETTER OF AUTHORIZATION FOR AGENTS AND REPRESENTATIVES

In accordance with § 58.1-3380 in the Code of Virginia, a property owner who appoints an agent or representative in matters concerning real property assessment must execute and properly notarize a Letter of Authorization. For any working papers request for the purposes of an informal appeal or hearing before the Board of Review in the City of Newport News this form ***must*** be completed under the following conditions:

- All property privately owned or owned by any form of corporation must include the name of the Owner of Record, or an Officer of the Corporation or Managing Member, or authorized corporate official, to include their title, and a valid contact telephone number.
- Signatures must be an original pen to paper "wet" signature in the Authorized Agent, Owner of Record Authorization and Notary sections.
- The Notary Public must comply with conditions pursuant to Code of Virginia, Title 47.1 Notaries and Out-of-state Commissioners.
- Each parcel appeal or hearing must have a singular authorization form. *A list of parcels attached to a singular form will not be accepted.*
- This completed document must be returned to the City of Newport News prior to honoring the authorization's request. *A copy will not be accepted.*
- **This authorization is for the City of Newport News Fiscal Year 2026-2027 and will expire on the 31st day of December 2026.**

OWNER OF RECORD / CORPORATE NAME

Name							
Address		**City**		**State**		**Zip**	

PROPERTY IDENTIFICATION NUMBER / PROPERTY SITUS ADDRESS

Parcel ID		**Address**	

NAME OF AUTHORIZED AGENT / REPRESENTATIVE / AGENCY NAME

Authorized Agent			**Agency Name**				
Address		**City**		**State**		**Zip**	
Agent's Phone			**Agent's Email**				

Original Signature

Date

OWNER OF RECORD AUTHORIZATION

The appointed individual / company cited above is authorized to receive working papers and represent the named Owner of Record in matters related to real estate assessments for either an informal appeal and/or a Board of Review appeal for the current reassessment of Fiscal Year 2026-2027. **I acknowledge this authorization expires on the 31st day of December, 2026**.

Original Signature

Date

Owner / Officer Name		**Title**		**Contact Number**	

NOTARY

State of	
City or County of	

I, the undersigned, , a notary public in and for the City or County and State aforesaid, do hereby certify that whose name is signed by their own hand above, has acknowledged before me, the day of , 20 .

My commission expires on the day of , 20 .

STAMP HERE

Notary Signature