



Letter of Authorization

For representatives and agents

Real Estate Assessments
300 Park Avenue, Gage House,
Falls Church, VA 22046

Email: RealEstateAssessor@fallschurchva.gov
Phone: 703-248-5022 (TTY 711)

A Property Owner may authorize an agent to:

Obtain confidential information for the property from the Falls Church Real Estate Assessment Office; file and certify statements of income and expenses attributable to the property; file statements, review assessments, or file Board of Equalization appeals of assessments on behalf of the owner. The Property Owner must identify the property, the Agent, and the scope of the Agent's authority. Agents may be appointed for the current year and past years only. The authorization must bear the notarized signature of an owner of record of the property, or an appropriate officer if the property is owned by a corporation. Please see the directions below.

Please print or type all information except signatures

Owner/Company Name: _____

Owner Address: _____

Owner Telephone: _____

RPC's# or Property Address(s) - _____

Name of Authorized agent/Company: _____

Agent Address: _____

Agent Telephone: _____

Please cite specific year(s) for which this authorization is valid. Current and past years:

For the Tax Year _____,

The Property Owner hereby appoints the above-named as the duly authorized Agent of the owner for the purposes indicated.

Letter of Authorization LOA



(Please check as appropriate)

1. _____ Agent is authorized to obtain confidential information for the property from the Real Estate Assessment Office.
2. _____ Agent is authorized to file and certify statements of income and expenses attributable to the property.
3. _____ Agent is authorized to file reviews of assessments to the Real Estate Assessment Office or the Board of Equalization and to represent the Property Owner in review or appeal hearings.

Name of owner or officer (print or type)

Signature of owner or officer

Title

Date

State _____ County _____

The foregoing was acknowledged before me this _____ day of _____, 20____.

Notary Public Signature

Commission expires

Notary Stamp

Letter of Authorization Instructions

Notice to property owners: Property owners who wish to be represented by an agent in matters concerning the assessment of real estate must provide a letter of authorization to the Falls Church Real Estate Assessment Office. All letters of authorization must meet the following requirements, and authorizations must be renewed yearly.

1. Please submit either **this form provided** by the Real Estate Assessments office or a similar form with the required notarial stamp, signatures, and verbiage. Note an original signature or electronically signed by DocuSign only. We do not accept photocopies, but will take the scanned original through email.
2. It must identify the property by specifying: Owner of Record, Owner's address and telephone number, (RPC) number, and Property address. If multiple RPC's, please attach a list.
3. It must identify the company name of the agent or agents, including their address and telephone number.
4. It must state specifically the tax year(s) **(current and past years only)** for which the authorization is established.
5. It must have the **notarized** signature of the owner of record of the property, or, if titled in the name of a corporation, the notarized signature of an officer of the corporation authorized to act on its behalf.
6. The signature line must include both the original signature of the owner or officer. If electronically signed, use DocuSign only.
7. An authorization to represent an owner in an appeal does not grant automatic authorization for an agent or management company to sign income and expense forms.
8. The same letter of authorization may be used for both administrative reviews and Board of Equalization appeals.
9. Email original scan, no photocopies, RealEstateAssessor@fallschurchva.gov
Mail or drop off the original to:
The City of Falls Church, Real Estate Assessment Office,
300 Park Ave, Gage House, Falls Church, VA 22046