



DEPARTMENT OF REAL ESTATE ASSESSMENTS

ARLINGTON COUNTY, VIRGINIA
Department of Real Estate Assessments
2100 Clarendon Blvd., Room 611 Arlington, Virginia 22201
LETTER OF AUTHORIZATION FOR REPRESENTATIVES AND AGENTS

A Property Owner may authorize an agent to: obtain confidential information for the property from the Department of Real Estate Assessments; file and certify statements of incomes and expenses attributable to the property; and, file Department reviews of assessments and, or, 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 print or type all information except signature lines.

OWNER/COMPANY NAME: (As listed in Property Record File)

OWNER ADDRESS: No. Street City State Zip

OWNER TELEPHONE ( )

Table with 3 columns: RPC # (s), RPC #'s, Address. Header: RPC # (s)(LIST ALL PARCEL NUMBERS AND PROPERTY ADDRESSES FOR WHICH AUTHORIZATION IS GRANTED).

Name of authorized agent AND company name
Name
Address City State Zip Agent Tel: No.

Please cite specific year(s) for which this authorization is valid. CURRENT AND PAST YEARS ONLY.

For Tax Year the Property Owner hereby appoints the above named as the duly authorized Agent of the owner for the purposes indicated. (Please check as appropriate)

- 1. Agent is authorized to obtain confidential information for the property from the Department of Real Estate Assessments.
2. Agent is authorized to file and certify statements of incomes and expenses attributable to the property.
3. Agent is authorized to file reviews of assessments to the Department of Real Estate Assessments and, or, the Board of Equalization and to represent the Property Owner in review and, 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 My commission expires Date

## 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 Department of Real Estate Assessments. All letters of authorization (either Arlington County form or letter initiated by owner) must meet the following requirements and authorizations must be renewed yearly.

1. It must be an **original** document addressed to the Department of Real Estate Assessments.
2. It must identify the property by specifying:
  - Owner of record;
  - Owner's address and telephone number;
  - Arlington County Real Property Code (RPC) number;
  - Property address.
3. It must identify the company name of 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.  
*"until further notice" is not acceptable*
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:
  - Signature of owner or officer;
  - Printed or typed name and title.
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. Specific authorization must be granted by the owner for the purpose of signing I & E information.
8. The same letter of authorization may be used for both administrative reviews and Board of Equalization appeals.
9. Real estate assessment information and appeal forms are available on the Department's website: [www.arlingtonva.us](http://www.arlingtonva.us)