



County of York
Real Estate Assessment
York County, Virginia
120 Alexander Hamilton Blvd
P O Box 532
Yorktown, VA 23690
757-890-3720 phone
757-890-4078 fax
assessor@yorkcounty.gov

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

In accordance with 58.1-3380 of the Code of Virginia, property owners who wish to be represented by an agent or representative in matters concerning real estate assessments must provide a notarized Letter of Authorization to the County of York Real Estate Assessment Office.

- 1.** The LOA must be an **original** document addressed to County of York, Real Estate Assessment Office.
- 2.** The LOA must identify the property by specifying:
 - a. The Owner of Record
 - b. The York County GPin Number
 - c. The Assessment Year In Question
- 3.** The LOA must identify the agent/representative including their name, address, email address and telephone number
- 4.** The LOA 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.

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The original of this form must be submitted to the Real Estate Assessment Office for each appeal of an assessment you are requesting.

Note: AN AUTHORIZATION MUST BE SUBMITTED WITH THE BIENNIAL ASSESSMENT YEAR OF EACH PARCEL

Assessment Years:

Parcel ID: _____ Address: _____

Owner of Record: _____

Mailing Address of Owner: _____

City, State, Zip Code: -----

Telephone: _____ Email Address: _____

As owner(s) of the above referenced property I(we) hereby appoint the following company or individual as our designator in the real estate assessment matter with the York County Real Estate Assessment Office.

Name of agent or firm: _____

Mailing Address of agent or firm: _____

City, State, Zip Code: -----

Telephone: _____ Email Address: _____

Is agent or representative rendering opinion of value? Yes _____ No _____

If yes, please provide the following:

Commonwealth of Virginia Appraisal License Number: _____

Type of License: _____

Owners Signature: _____

Name Printed or Typed: _____

State _____ City/County _____

The foregoing was acknowledged before me the _____ day of _____ 20 _____

Notary Public

My Commission Expires: _____

(Seal)