



Commissioner of the Revenue

P.O. Box 98
Stafford, Virginia 22555-0098
Phone: 540-658-4132

REQUIREMENTS FOR VALID LETTERS OF AUTHORIZATION

In order for any party, other than the owner of record, to request specific property information or to file a Review or Appeal of Assessment, the owner of the property must first submit a Letter of Authorization.

1. Letter must be printed on letterhead of the property owner.
2. The name of the person signing the letter must be printed below the signature.
3. If the person signing the letter does not have the same name as our ownership records, the signer must identify his or her relationship to the owner of record.

(For instance, if the signer is an officer of a corporation which owns the property, he/she must state their title)
4. The signature of an officer of a management firm is insufficient. The signature must belong to the property owner.
5. All the properties to be represented must be identified by street address and map-block-lot number.
6. The tax year for which the authorization is granted must be specifically stated in the body of the letter. The presence of the date on which the letter is written is not sufficient
7. Letters of authorization do not have to be notarized.