OFFICE USE ONLY
DATE RECEIVED:
_____

LETTER OF AUTHORIZATION

City Assessor
P. O. Box 820
Portsmouth, Virginia 23705-0820
www.portsmouthva.gov/assessor

Must be completed by owner of record
Instructions on page 2

Please print or type

Authorization valid January 1, 2020 – December 31, 2020

1. OWNER OF RECORD

Owner of Record_____

Address_____City_____State_____Zip _____

Telephone Number_( )_____Email _____

2. INDIVIDUAL(S) TO BE AUTHORIZED

Authorized Individual(s) _____

Title_____Company _____

Address_____City_____State_____Zip _____

Telephone Number_( )_____Email _____

3. PROPERTY (Attach List for Multiple Parcels/Addresses)

Map/Parcel No._____Address _____

4. ACKNOWLEDGEMENT

As the Owner of Record, I authorize the individual(s) named in Section 2 as my true and lawful attorney-in-fact for the limited purpose of examining real estate tax records not otherwise publicly available, discussing the assessed value with City employees and officials, filing and pursuing administrative appeals to the City of Portsmouth City Assessor's Office and/or appeals to the City of Portsmouth Board of Equalization, and challenging the real estate assessment of the identified property(ies) in Section 3.

Date_____20 _____ _____
Printed Name of Owner of Record

_____ _____
Signature of Owner of Record **(See Page 2)** Title **(See Page 2)**

5. NOTARY

City/County of_____State_____, to-wit:

The foregoing instrument was personally acknowledged before me this_____day of_____, 20 _____

by_____for _____
Name of Person Acknowledged (Section 4) **Owner of Record**

Who is personally known to me or provided_____as identification.
Title

Notary registration number_____

My commission expires _____ _____
Notary Public

LETTER OF AUTHORIZATION INSTRUCTIONS

Who Must File: In order for any party other than the Owner(s) of Record to examine real estate tax records (not otherwise publicly available), discuss the assessed value of a property with City employees and officials, file and pursue administrative appeals with the City of Portsmouth City Assessor's Office and/or appeals to the Board of Equalization, or otherwise challenge the real estate assessment of a property, an Agent Authorization must be completed by the Owner(s) of Record and submitted to the Assessor.

Power of Attorney: If you possess a Limited Power of Attorney for real estate transactions, a General Power of Attorney or a Durable Power of Attorney, attach a complete copy of the document.

Rights of the Assessor: The Agent Authorization must be filled out completely and correctly in order for it to be accepted by the City Assessor's Office. The City Assessor's Office reserves the right to request confirmation of authorized signatures, as well as to disregard any Agent Authorization or Power of Attorney not completed in accordance with these instructions or as otherwise required by law.

---

1. **Owner of Record:** The authorization **must exactly match** the Owner of Record identified in the records of the City Assessor's Office. If you need more information please call the City Assessor's Office at (757) 393-8631.

2. **Individual(s) To Be Authorized:** The individual(s) names in which authorization is granted on behalf of the owner of record.

3. **Property:** Multiple parcels may be listed only if the Owner of Record is identical. If more than one parcel is being authorized, please attach a list.

4. **Acknowledgement/Signature and Title of Owner of Record:** The following is a list of individuals who are authorized to sign as (or on behalf of) the Owner of Record:

    - Individual(s): The individual.
    - General Partnership: Any partner may sign.
    - Limited Partnership: **Only** the general partner may sign.
    - Corporation: President or other Officer authorized via Bylaws, Articles of Incorporation or Resolution to legally bind the corporation.
    - Limited Liability Company: Manager named in the Operating Agreement. If the LLC has only 1 member, that single member may sign on behalf of the LLC.
    - Trust: Trustee must sign as authorized by the Trust Agreement.
    - Executor/Executrix: Executor/Executrix must submit a letter of qualification.

5. **Notary:** Requires a completed notarial statement.