

PAGE COUNTY BOARD OF EQUALIZATION

103 South Court Street, Suite F

Luray, VA 22835

Phone: (540) 843-3319

Fax: (540) 743-4533

**2021 Application Instructions**

*Please read these instructions carefully before submitting your application.*

NOTE: YOU MUST HAVE AN APPOINTMENT IN ORDER TO HAVE AN APPEAL WITH THE BOARD OF EQUALIZATION

The Page County Board of Equalization will begin accepting appointments beginning Monday, March 15, 2021, at 10:00 a.m., by calling (540) 843-3319. The application will be sent to you and must be completed in full, signed and returned to the Board of Equalization Office at 103 South Court Street, Luray, VA 22835, by fax at (540) 743-4533, or by email to [hzdunowski@pagecounty.virginia.gov](mailto:hzdunowski@pagecounty.virginia.gov), as soon as possible. Applications may also be picked up from the Office located in the County Government Center, 103 South Court Street, Luray, VA 22835. Out of state and home-bound property owners can arrange for a telephone hearing by calling (540) 843-3319 for an appointment.

A completed application consists of submission of the signed application, plus a written statement describing the particular error you believe was made in your assessment in determining fair market value for your property. Supplemental evidence must also be included.

\* \* \* \* \*

The Board of Equalization (BOE) is appointed by the court to assure equalization of the tax burden for all. The responsibilities, duties and limits of the BOE are defined by the statutes of the Commonwealth of Virginia. The BOE neither sets tax rates nor makes assessments.

According to law, the assessment is presumed to be correct. The burden of proof is on the property owner to show that the property in question is valued at other than its fair market value or that the assessment is not uniform in its application.

If, in the determination of the BOE, the assessment is proven to be in error, the BOE will determine whatever correction is to be made, and will direct the Commissioner of Revenue to make the appropriate change. You will be notified, in writing, of the BOE's final determination concerning your appeal. The BOE can raise, lower or affirm any real estate assessment.

Pursuant to § 105-68 of the Code of Page County, the BOE must dispose of all applications for appeal no later than August 1, 2021. All applications for appeal to the Board shall be made by July 1, 2021.

**PAGE COUNTY  
BOARD OF EQUALIZATION  
103 South Court Street, Suite F  
Luray, VA 22835**

**Office Use Only:**

Date Received: \_\_\_\_\_

Date of Hearing: \_\_\_\_\_

Time of Hearing: \_\_\_\_\_

**APPEAL APPLICATION**

Tax Map Number: \_\_\_\_\_  
(Use one form for each parcel appealing)

Owner's name: \_\_\_\_\_  
(as listed on land book)

Owner's address: \_\_\_\_\_

Telephone: (home) \_\_\_\_\_ (work) \_\_\_\_\_ (cell) \_\_\_\_\_

Address of Property if different from above:  
\_\_\_\_\_

Reason for appeal (check): ( ) Land value ( ) Building value ( ) Total value

\_\_\_\_\_  
Signature of Owner, Taxpayer or Officer of Company      Date

(An Agent or Representative appearing on behalf of the property owner: A signed letter of authorization by property owner must be submitted along with application for review.)

**\*\*\* Optional Information \*\*\***

Statement: Describe reasons the assessment is in error (attach additional sheets if necessary):

List comparable properties for the Board to review: (by Tax Map Number):

1) \_\_\_\_\_

2) \_\_\_\_\_

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**PAGE COUNTY  
BOARD OF EQUALIZATION  
Waiver Form  
103 South Court Street, Suite F  
Luray, VA 22835  
(540) 843-3319**

Tax Map Number: \_\_\_\_\_ Date of Application: \_\_\_\_\_  
(use one form for each parcel appealing)

Owner's name: \_\_\_\_\_  
(as listed on land book)

Owner's address: \_\_\_\_\_

Telephone: (home) \_\_\_\_\_ (work) \_\_\_\_\_

Address of Property if different from above:  
\_\_\_\_\_

\* \* \* \* \*

I certify that I am the owner of real property of the above mentioned tax map number, which contains less than four residential units. I acknowledge that I have received written notice of my appeal hearing with the Board of Equalization. I further acknowledge and understand that I have the right to have at least 45 days written notice prior to my hearing on appeal with the Board of Equalization. Understanding that right, I am specifically requesting to waive the 45 day notice requirement prior to my appeal hearing with the Board of Equalization, and asking that the matter be scheduled for as soon as practical.

\_\_\_\_\_  
Signature of Owner, Taxpayer or Officer of Company      Date