

# 2017



OFFICE OF THE LIEUTENANT GOVERNOR  
UNITED STATES VIRGIN ISLANDS  
OFFICE OF THE TAX ASSESSOR

Office Use Only:

Informal Review Number: \_\_\_\_\_

## **REQUEST FOR INFOMAL REVIEW OF PROPERTY TAX ASSESSMENT**

Please submit this request to the OFFICE OF THE TAX ASSESSOR within 45 days from the date of issuance of your tax bill. You will find contact information for the OFFICE OF THE TAX ASSESSOR by visiting our website at: [www.ltg.gov.vi](http://www.ltg.gov.vi).

*All applicable fields must be completed for your request to be considered. If an incomplete form is submitted, the form will be rejected.*

### **Part 1 – Taxpayer Information**

**Property Owner Name:** \_\_\_\_\_  
(owner of record as of January 1 of the tax year being reviewed)

**Person Filing this form:** \_\_\_\_\_

**Mailing Address:** \_\_\_\_\_

**Home Phone:** \_\_\_\_\_ **Cell Phone:** \_\_\_\_\_ **Email:** \_\_\_\_\_

#### **Type of Property:**

- Residential       Commercial       Vacant Land       Villa  
 Condo  
 Timeshare       Improved Land       Other (please describe) \_\_\_\_\_

### **Part 2 – Property Information**

**Parcel ID:** \_\_\_\_\_

**Legal Description:** \_\_\_\_\_  
(is the address posted on the property)

**Physical Description:** \_\_\_\_\_  
(# of units; type; year built; no. of stories; remodel year, etc.)

**Tax Year Being Appealed:** \_\_\_\_\_ **Assessment Amount:** \_\_\_\_\_

**Part 3 – Additional Factors**

1. How did you acquire this property? \_\_\_\_\_  
(purchase, foreclosure, inheritance, auction, etc.)

2. Has the property been listed for sale in the last three years?    yes                      no  
If **YES**, please provide the date and sale offer amount: \$ \_\_\_\_\_

3. Has the property been rented in the last three years:    yes                      no  
If **YES**, please provide the monthly rental amount: \$ \_\_\_\_\_

4. Is there insurance on this property: yes    no                      What amount? \_\_\_\_\_

5. Is there a mortgage on this property:                      yes                      no

*Mortgage Information:*

	First Mortgage	Second Mortgage	Other Mortgage
Amount Financed			
Date Financed			
Interest Rate	%	%	%
Mortgage Term (# of years, etc.)			
Insurance Coverage			

**Part 4 – Taxpayer Issue**

**My request for an informal property review is based on the following:**

Please check the reasons for requesting a property review. Examples of such reasons may include differences in square footage, bedroom/bath count, or other physical characteristic changes. Information on purchase price, comparable sales or a fee appraisal are also reasons for requesting an informal review. **A reason stated such as *taxes too high* is not enough information for tax assessor staff to make a valuation decision.**

Value Higher Than Market    Value Higher Than Comparable NBHD Properties    Land Value/Size Changes    Improvement Value/Size    Incorrect Property Data

**TAXPAYER ESTIMATE OF VALUE:** \_\_\_\_\_

Choose one:

I request the Office of the Tax Assessor to review my property value by using the information I have submitted. **PLEASE SEE NEXT PAGE FOR REQUIRED DOCUMENTATION. IF THIS DOCUMENTATION IS NOT PROVIDED, YOUR REQUEST WILL BE REJECTED.**

I request a meeting to provide additional information and discuss my property value. Please contact me at my daytime phone number to make an appointment for a property inspection.

**Property Owner Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

## REQUIRED DOCUMENTATION

### **IF THIS DOCUMENTATION IS NOT PROVIDED, YOUR REQUEST WILL BE REJECTED**

**Attach all documentation to support the value you determine as of the valuation date of January 1 of the applicable tax year. The Tax Assessor's value is presumed correct. The taxpayer has the burden to prove otherwise.**

You may only submit this Request form once per assessment cycle. If the Office of the Tax Assessor adjusts your property value, the adjustment will be effective only for the tax year for which review was requested.

A separate Request should be filed for each separately assessed parcel.

The law requires the property owner to pay the disputed taxes *under protest* in order to process any appeal. The protest must be in writing, specifying the grounds for protest and the taxes must be paid by the due date.

A person making willful false statements on this Request form is subject to criminal penalties for making a false statement pursuant to 14 V.I.C. § 834.

- Purchase price of subject property within six months of the January 1 valuation date.
- Fee Appraisal within six months *before* and *after* the January 1 valuation date.
- Comparable property sales/listings within six months *before* and *after* the January 1 valuation date.
- Building Remodel/Construction – Attach a certified cost breakdown worksheet.
  
- ❖ **Income Producing Commercial or Industrial Property – Property owner must be prepared to present detailed information about the property, including rental income, operating expenses and income statements as required under 33 V.I.C. § 2408.**
- ❖ **This information MUST be provided on the Income & Expense Questionnaire provided by the Office of the Tax Assessor**