



Loudoun County, Virginia

Board of Equalization (MSC #41)

1 Harrison Street, S.E., 4th Floor, P.O. Box 7000, Leesburg, VA 20177-7000

Telephone (703) 777-0289 • Fax (703) 777-0567

Requirements for Letter of Authorization

Business owners represented by an agent/agency in matters involving their appeal of their Real Estate Property Assessments to the Loudoun County Board of Equalization must provide a letter of authorization at the time of application.

1. The Letter of Authorization must be signed by an owner of record, a general partner, or a corporate officer authorized to act on behalf of the business. A person identifying him/herself as an owner or officer of a business will be accepted as such; however, any misrepresentation on his/her part constitutes fraud. In conjunction with the signature, include the following:
 - Printed name of the authority signing the document
 - Title of the authority signing the document
 - Date of the signature – must be within the current tax year
 - Complete business contact information (address, phone number)
2. The Letter of Authorization must be notarized and prepared on the business owner's letterhead.
3. The Letter of Authorization must identify all of the following:
 - Owner(s) of record or business name, if business entities are represented
 - Owner(s) contact information (address, phone)
 - Loudoun County Tax Map and PIN number
 - Address of the property being appealed
 - Tax Year under dispute
 - Agent/Agency representing the business, including name and contact information
4. Blanket Letter of Authorization, Xerox or facsimile copies will not be accepted. The Letter of Authorization must be an original document. If more than one parcel is being appealed, each parcel will need a separate and original Letter of Authorization.
5. All Letters of Authorization must accompany the Loudoun County Board of Equalization's Application for Equalization of 2009 Real Estate Assessment and be sent to the following address on or before the June 1st deadline:

**Loudoun County Virginia
Board of Equalization
1 Harrison Street, S.E
4th Floor (MSC #41)
P.O. Box 7000
Leesburg, VA 20177-7000**

**** PLACE ON BUSINESS OWNER'S LETTERHEAD ****

LETTER OF AUTHORIZATION

Address of Property: _____

Owner's Name: _____

Tax Map Number: _____

PIN Number: _____

Tax Year _____ Real Property Assessment

Dear Loudoun County Board of Equalization:

We are the owners of the above referenced property. This is to advise you that we are represented by <<*INSERT NAME, ADDRESS AND PHONE OF REPRESENTATIVE*>>. You may release to them all information concerning the real estate assessment of the above referenced property.

This letter will also advise you that <<*INSERT NAME OF REPRESENTATIVE*>>, is authorized to represent us at the Board of Equalization hearing.

Respectfully,

<<*OWNER OR COMPANY NAME*>>

By: _____

Name: _____

Title: _____

Date: _____

STATE OF _____:

CITY/COUNTY OF _____:

The foregoing was acknowledged before me this _____ day of _____, 2009

Notary Public

<<*NOTARY SEAL*>>

My commission expires on: _____