

## **NEWS RELEASE**

**FOR IMMEDIATE RELEASE**

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### **CITY OF SUFFOLK REAL ESTATE ASSESSOR'S OFFICE MAKES CHANGES TO AID PROPERTY OWNERS**

SUFFOLK, VA (January 26, 2013) Fiscal Year 2014 Real Estate Assessment Notices for property owners in the City of Suffolk will be mailed out in February 2013. These notices cover assessments for July 1, 2013 through June 30, 2014.

The Suffolk City Assessor's Office would like residential and commercial property owners to know that the proposed assessment notice form will be slightly different this year. The notice will feature a general notice to all property owners on the front and the specific property assessment information on the back. Each property assessment notice will be mailed in a separate envelope instead of putting all of an owner's property in one envelope. The cost to manually separate and combine notices in one envelope is more costly than sending notices out separately.

(more)

If a property owner has questions regarding their assessment, the City Assessor's Office welcomes questions to their office. Property owners can call the Assessor's Office at (757) 514-7475, visit the office located at 108 North Commerce Street, or email [CityAssessor@suffolkva.us](mailto:CityAssessor@suffolkva.us). When contacting the department, please refer to the Parcel Identification Number (PIN) of the property, which is found on the notice of assessment, or the address, so that an inquiry may be directed to the appropriate staff.

A large percentage of the time any discrepancies can be resolved through the informal process. In the informal process, the property owner would contact the Assessor's Office directly to discuss any discrepancies as it relates to their property. This may eliminate a property owner from having to go through the formal hearing process. Additionally, a property owner may come into the office at any time during the year to discuss discrepancies as it relates to their property. Quality customer service is an important aspect of the City Assessor's Office.

The formal hearing application form has also changed this year. The form is now only two pages long and has incorporated the residential and commercial format on one application form to be more user-friendly. The deadline for the application to be submitted for the formal hearing is by close of business May 1, 2013. The formal hearing application may be downloaded via the City Assessor's website, [www.suffolkva.us/rea](http://www.suffolkva.us/rea), or picked up at the City Assessor's office.

For more information, contact the City Assessor's Office at (757) 514-7475, or visit the website at [www.suffolkva.us/rea](http://www.suffolkva.us/rea).

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