

Jenefer S. Hughes,
MBA, ACA
Commissioner

Gloria House, MPA
Chief Deputy Commissioner

COMMISSIONER OF THE REVENUE

Chesterfield County

P.O. Box 124
Chesterfield, Virginia 23832-0908
(804) 748-1281 Fax (804) 768-8649
www.chesterfield.gov/comrev cor@chesterfield.gov



Application for Vehicle Condition Discount

Applicant Information

OWNER'S NAME (LAST, FIRST, MI)			ACCOUNT #	RECEIVED DATE FOR OFFICE USE ONLY
MAILING ADDRESS			FEDERAL ID OR SS #	
CITY, STATE, ZIP			DAYTIME PHONE #	TAX YEAR FOR APPEAL
LICENSE PLATE #	YEAR	MAKE	MODEL	

Appeal Information

Body Damage? Yes or No
Mechanical Problems? Yes or No

Is the item inoperative or junked? Yes or No
Is the item still titled at DMV/DWR? Yes or No

Briefly describe the condition of the item and the reasons for appealing the current assessment. Attach all necessary documentation detailing the condition of the vehicle, repair estimates, and photographs. Attach additional sheets, if necessary. **The appeal will be denied if supporting documentation is not included with the appeal form.** See back of form for more information.

Owner Certification Statement

I certify that the above statements of fact are correct and true to the best of my knowledge.

SIGNATURE: _____

DATE: _____

FOR OFFICE USE ONLY

Original Assessment	
Less Appeal Adjustment	
Equal a Reassessed Value of	
Authorized by	

Instructions

The Commissioner of the Revenue's duty is to ensure fair, equitable and uniform assessments. Property assessment are based on the guides developed by N.A.D.A. Official Guides. The Commissioner of the Revenue may adjust an assessment in accordance with the Code of Virginia 58.1-3980 Application to commissioner of the revenue or other official for correction.

If you wish to appeal your assessment due to the condition of the item, the appeal form must be submitted to the Commissioner of the Revenue with the proper documentation.

The form can be mailed, faxed, or emailed to the office. All appeals will be reviewed and responded to within five (5) working days.

1. Review the form carefully and answer all questions. Please include supporting documentation such as repair estimates, pictures, etc. Additional sheets may be used if more space is necessary to describe the condition of the item you are appealing.
The appeal will be denied if no supporting documentation is included.
2. The condition of the item must be below average and must not be due to "normal" wear and tear on the item based on the item model year.
3. If the condition of the item is not restored, then a condition certification form must be filed each year with the Commissioner of the Revenue.
4. If the appeal form is filed within ten (10) working days of the due date of any personal property billing, then the entire bill must be paid by the due date to avoid penalty and interest. Any adjustment made to the bill will result in a credit on the account.

Return the form and all supporting documentation to the Chesterfield County Commissioner of the Revenue.

By mail: Commissioner of the Revenue
Attn: Personal Property Appeals
P.O. Box 124
Chesterfield, Virginia 23139

By email: cor@chesterfield.gov

By fax: (804)768-8649

Physical address: 9901 Lori Road Chesterfield, Virginia 23139

While every effort is made to establish correct assessments, taxpayers who believe they have been incorrectly assessed are entitled to file a petition for correction in Chesterfield County Circuit Court. Taxpayers have three years from the end of the tax year in which an assessment was made, to appeal the assessment and ask for a correction.