

# COMMISSIONER OF THE REVENUE

POST OFFICE BOX 129  
HANOVER, VIRGINIA 23069  
[www.co.hanover.va.us](http://www.co.hanover.va.us)



OFFICE OF  
T. SCOTT HARRIS  
Commissioner

## INSTRUCTIONS FOR THE APPEAL OF PERSONAL PROPERTY ASSESSMENT

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Property assessments are based on the guides developed by N.A.D.A. Official Guides.

**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, emailed or delivered to the office. All appeals will be reviewed and responded to within five (5) working days.

1. Please 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 vehicle. **The appeal will be denied if no supporting documentation is included.**
2. If you are appealing the assessment based on high mileage, proof of the mileage of the vehicle as of January 1 must be attached such as an oil change receipt or copy of your most recent state inspection certificate, etc.
3. The condition of the item must be below average and must not be due to average wear and tear on the item.
4. If the condition of the item is not restored, then an appeal form must be filed each year with the Commissioner of the Revenue.
5. If the appeal form is filed within 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 & interest. Any adjustments made to the bill will result in a credit on the account. The credit can either be refunded or applied to another tax or fee due to Hanover County.

Return the form and all supporting documentation to the Commissioner of the Revenue:

Commissioner of the Revenue  
Attn: Personal Property Appeals  
P. O. Box 129  
Hanover, Virginia 23069

The information may be faxed to (804) 365-6101, emailed to [commissioner@co.hanover.va.us](mailto:commissioner@co.hanover.va.us), or returned in person to the Commissioner's Office, Wickham Building at the Courthouse Complex on Route 301.

Telephones:

FROM OLD CHURCH  
730-6129

FROM BEAVERDAM, GUM TREE, AND MONTPELIER  
227-3377

FROM ALL OTHER AREAS  
365-6129

