

Official Request  
**2015 STATUS**  
**OWNER OCCUPIED PROPERTY**  
CITY OF ALEXANDRIA  
OFFICE OF REAL ESTATE ASSESSMENTS  
703.746.4646



Tax Assessment Map #      Abstract Code      Account #

This form is accessible via the Office's website at [www.alexandriava.gov/realestate](http://www.alexandriava.gov/realestate)  
**If you wish, you may download the form and enter the data via the fillable PDF and submit electronically.**

**RETURN TO:**  
CITY OF ALEXANDRIA  
OFFICE OF REAL ESTATE ASSESSMENTS  
P.O. BOX 178  
ALEXANDRIA, VIRGINIA 22313-1501

Dear Property Owner:

The Office of Real Estate Assessments mailed Income and Expense Surveys on March 10, 2016, to owners of income producing properties located in the City of Alexandria. These statements are mailed pursuant to Section 58.1-3294 of the Code of Virginia and Section 3-2-186 of the Alexandria City Code.

The property information maintained by the Office of Real Estate Assessments reflects that the property referenced above is one hundred percent (100%) owner occupied. If the property was 100% owner occupied **during calendar year 2015**, you must sign below and return this form to our office in the enclosed self-addressed envelope by May 2, 2016. If the property was **not 100% owner occupied during 2015**, you need to call our office at 703.746.4646 to request the appropriate Income and Expense Survey form to complete and return.

Sincerely,

William Bryan Page, SRA  
Real Estate Assessor

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**CERTIFICATION:**

State law requires certification by the owner or an officially authorized representative.  
(Please type or print all information except signatures.)

**I hereby certify that this property was 100% owner occupied during Calendar Year 2015 and, therefore, was not income producing.**

Owner Name: \_\_\_\_\_

Owner signature: \_\_\_\_\_ Date: \_\_\_\_\_  
(Please type or print)

E-mail: \_\_\_\_\_

Property address: \_\_\_\_\_

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