VISION WILL PERFORM THE FOLLOWING:

1. Properties will be reviewed to obtain accurate property descriptions and characteristics of the structures. The collected data will be computerized and quality checked.

2. Real estate market studies will be conducted to develop formulas for estimating the Fair Market Value for each property.

3. Final estimates of value will be determined after consideration of all appropriate approaches to value.

4. Property owners will receive a preliminary notice of their new assessed values.

5. Property owners can schedule an informal review to ask questions, verify information, and present facts about the property that might affect value. Vision will send informal review notices for parcels with changes.

6. The County will send property owners a change of assessment notice indicating their new assessed value.

7. Property owners can submit a formal office appeal. The County will investigate and resolve any office appeal. In lieu of a formal office appeal, property owners can submit an appeal to the Board of Equalization after an informal office review.

8. If property owners dispute the County's resolution of an office appeal, they may appeal to the Board of Equalization and present their own evidence of fair market value.

9. Property owners may appeal the decision of the Board of Equalization to the Charles City County Circuit Court.