



County of Pulaski Office of the County Assessor

RETURN TO:
COMMISSIONER OF THE REVENUE
OFFICE OF THE COUNTY ASSESSOR
52 WEST MAIN STREET, SUITE 200
PULASKI, VIRGINIA 24301-5044

Phone: 540-980-7753 E-mail: assessor@pulaskicounty.org
Assessment Database: <https://www.pulaskicounty.org/parcels>

Tax Map Reference Number
_____ - _____ - _____

Administrative Use Only	
RC-	Rcv Stamp
Prior Assmt Date: _____	
Clerk: _____	

RECORDS CORRECTION - REAL PROPERTY

Please print legibly. Additional information & instructions are found on page 2.

Legal Ownership	
Name of Legal Owner: _____	
Agent's Name (If Applicable): _____	
Mailing Address: _____	Address Update <input type="checkbox"/>
Phone Number: _____	
E-mail Address: _____	

Real Estate Information	
Property Street Address: _____	
Property Location (City): _____	ZIP Code: _____
Tax Map Parcel ID: _____	Account Number: _____

Property Error Description
<ul style="list-style-type: none">▪ Using the space below, please describe what information is incorrect on the Property Record Card for this parcel.▪ Residential dwelling errors: please note discrepancies below AND complete the detailed characteristics on reverse to verify all information on file.

Acknowledgment Affidavit	
I hereby certify that the facts and information stated herein and attached hereto are true, accurate, and correct to the best of my knowledge and belief and that I am the owner, or legal representative of the owner, of/for the above listed property, and that I have the authority to request this records correction.	
Given under my hand this _____ day of _____, 20_____.	
Owner/Agent Signature: _____	RETURN TO: COMMISSIONER OF THE REVENUE OFFICE OF THE COUNTY ASSESSOR 52 WEST MAIN STREET, SUITE 200 PULASKI, VIRGINIA 24301-5044
Print Name: _____	
Phone: _____ Email: _____	

Physical Characteristics of Property (required for residential dwellings to verify accuracy the Property Record Card):

Year Built: _____ Foundation Type: Slab Crawlspace Basement Other _____

Please indicate the percent (%) on each level:

Exterior Finish	Bsmt	1st	2nd	3rd
Vinyl				
Brick or Stone				
Wood				
Cement Fiber (Hardie Board)				
Concrete or Block				
Other _____				
TOTAL	100%	100%	100%	100%

Please indicate the percent (%) on each level:

Interior Flooring	Bsmt	1st	2nd	3rd
Carpet				
Hardwood				
Luxury Vinyl Plank (LVP)				
Tile				
Marble or Slate (circle)				
Concrete				
Other Flooring _____				
TOTAL	100%	100%	100%	100%

Please indicate the number (#) on each level:

Rooms	Bsmt	1st	2nd	3rd
Kitchen				
Living Room				
Dining Room				
Family Room				
Den				
Great Room				
*Bedrooms				
*Other (fin) _____				
*Other (unfin) _____				
Basement	_____ % Finished			
	_____ % Unfinished			

*If finished room has closet, count as *bedroom* above;
 *If room is finished without closet, count as *other (fin)* above;
 Rooms over garage should be counted using these guidelines.

Remodeling & Additions Description	Year	Cost

Please indicate the number (#) of baths on each level and flooring in each.

Baths & Special Plumbing	Bsmt	1st	2nd	3rd
2 Plumbing Fixture Bath & Flooring Type	_____	_____	_____	_____
3 Plumbing Fixture Bath & Flooring Type	_____	_____	_____	_____
4 Plumbing Fixture Bath & Flooring Type	_____	_____	_____	_____
Special Plumbing Fixtures & Flooring Type	_____	_____	_____	_____

Additional Items Present (and Quantity)	Yes/No	Qty
Fireplace (specify type _____)		
In-ground Pool (gallons _____)		
Detached Garage (sq footage _____)		
Shed (over 200 sqft)		
Elevator		
Generator (Rated kW _____)		
Solar (Rated kW _____)		

ADDITIONAL INFORMATION & INSTRUCTIONS

Use this form ONLY to correct improvement errors, administrative information, or mistakes discovered as part of the Property Record Card on file with the County Assessment Office. One form is required for each Tax Parcel ID. Physical improvement errors can include, but are not limited to: year built, exterior and interior finish types, number of bedrooms/bathrooms, legal acreage amounts from a recent survey, or special improvements (elevators, generators, solar, etc). Administrative information corrections can include: ownership or name spelling errors, an incorrect physical address, or deed/transfer reference errors.

This form should NOT be used to dispute the current assessment related to overall value, only the specific inaccuracies stated above. Fair Market Value indices are determined at the time of General Reassessment and cannot be changed.

Please note: A separate, simple form is available for mailing address changes and can be obtained in-person or by visiting <https://www.pulaskicounty.org/assessor>.

A site visit may be required to verify any changes requested with the submission of this form. Major interior inaccuracies should be accompanied by photographs for verification; our staff does not enter residential improvements.

Mail your completed and signed form to the address found on page 1. Additionally, you may email your records correction request to assessor@pulaskicounty.org. Any corrections that result in an adjustment to the real estate appraisal will receive a written response in the form of an assessment change notice. This change notice will include information regarding the previous assessed value as well as the new change in value. A change to the assessment value may result in a supplemental invoice or exoneration issued by the County Treasurer at a later date.

You have a right to examine in our office the Property Record Cards; working papers used to derive the assessment of your property, if any; and any available information regarding the methodology employed in the calculation of your property's assessment [VA Code §58.1-3331, subject to restrictions of VA Code §58.1-3].