

CHEAT SHEET AND FAQ FOR RESIDENTIAL INFORMATION REQUEST

Frequently Asked Questions and Cheat Sheet for Residential Information Request

Pittsylvania County sent letters to all Pittsylvania County property owners requesting additional information regarding the interior of residential properties. We have received many questions from citizens asking for help and clarification regarding the reassessment information requests, which can be returned as a paper form or [submitted online](#). Please consult this page to answer many questions, and if you have additional questions you may call [434-432-3581](tel:434-432-3581).

My property is vacant: do I still need to fill out the form?

- You do not need to fill out this form if you received this information request and don't actually have any residential buildings on the property. You can return it and just write **vacant** somewhere on the form, but you do not have to. You are not being taxed as if you have a residential property; this was simply a database error on our part.

I received this information request for a commercial property: do I still need to fill it out?

- No, you do not need to fill out this information request for a commercial property.

What is my jurisdiction?

- Pittsylvania County is the jurisdiction.

Where do I find my tax map number?

- Your tax map number can be found on the upper left-hand corner of the mailed information request. If you have questions about your current property information, please visit the [GIS section of our website](#).

What types of renovations and damages should I report?

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- You should only report damages or renovations that you think may have a noticeable impact on your property's value. Please consult the definitions in the following cheat sheet in deciding what type of renovations and damages to report.
- All damage or renovations reported should have occurred since the last reassessment in 2017.

What does total rooms mean?

- Total rooms should include all livable spaces, and does not include bathrooms, mudrooms, foyers, hallways, or laundry rooms.
- If you have an open concept style layout you can still count multiple rooms. For instance, count the kitchen separate from the living/dining rooms.

What does basement and attic total mean?

- The basement or attic total questions are asking what percentage of the house footprint is covered by an attic or basement. For instance, anything that covers the full length and full width of the home would be 100%. A crawlspace or no attic or basement would be other to zero.

What does basement and attic finish mean?

- You should answer these two questions with the percentage of your attic or basement space that can be used as a livable space, such as an office or room.

I want the reassessment team to look at something in my house. How can I schedule that?

- Brightminds would prefer that you send photographs of any renovations or damages that you would like them to see. Please include the tax map number, the property owner's name, and some description when you send photos to reassessment@pittgov.org. If you think that a digital photo

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won't do it justice, you may ask Brightminds to come survey in person. You can call them at (434) 483-4361.

I have multiple parcels and tax map numbers. How do I know which is which?

- You can look up each separate tax map number on the [GIS section of our website](#). This will help you determine which parcels are residential property and warrant filling out the information request.

Cheat Sheet with Extra Instructions

Jurisdiction: **Pittsylvania County**

Property Address (911):

RE: 2022 REASSESSMENT OF REAL PROPERTY

PROPERTY IDENTIFICATION (at top of mailout. Please reference to fill out form online)

Owner's Name:

Owners Mailing Address:

Property Classification: **Residential**

TAX MAP #:

1. Has the property identified above been updated/renovated since 2017?

- Significant=additions, garages, nearly complete rebuild, etc.
- Moderate=room renovations, carports, decks, etc.
- Minimal=new flooring, new carpet, windows, etc.
- Please describe the renovations, and you may also include a photocopy with your written submission or email photos, along with your name and tax map number, to reassessment@pittgov.org

2. Is there any significant damage to the property since 2017?

- Significant=major structural damage to roofing or anything that inhibits livability
- Moderate=has some impact on livability (i.e., an inoperable bathroom)
- Minimal=small but notable damage (weakened floor, flooded basements, etc.)
- Please describe the damage and you may also include a photocopy with your written submission or email photos, along with your name and tax map number, to reassessment@pittgov.org

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Total Rooms

- All livable rooms in your home.
- DON'T include bathrooms, attics, basements, hallways, mudrooms or any other unlivable rooms (such as hallways)

Number of Full Bathrooms

- The number of full bathrooms in your home.
- If not working, please describe this in question two.

Half Bathrooms

- The number of half bathrooms in your home.
- If not working, please describe this in question two

Fireplace

- A wood stove is not considered a fireplace.
- Describe if unsafe or doesn't work.

Basement Total

- Percentage of the house footprint that contains a basement.
- Full length and width would equal 100%
- A crawlspace doesn't count.

Basement Finish

- What percentage of your basement is finished and livable?
- If you wouldn't be comfortable having an office or other room inside, then it is not finished.

Attic Total

- Percentage of the house footprint that contains an attic
- Full length and width of the home equals 100%.
- A crawlspace would equal zero.

Attic Finish

- What percentage of the attic is finished and livable?
- If you wouldn't be comfortable having an office or other room inside, then it is not finished.