

NEED MORE INFORMATION

Every effort has been made to provide you with an accurate market value assessment of your property.

However, if you have a concern, please contact your local assessment office. If we find that a change to your assessment is necessary, we will recommend the change to a property assessment review panel on your behalf.

After talking to your assessment office, if you still have a concern, you may request an independent review before a property assessment review panel. The independent review process is outlined below.

For general information about property assessment in BC, refer to BC Assessment's website at www.bcasessment.bc.ca

 **IF YOU HAVE ANY QUESTIONS, PLEASE CALL US.**

THE INDEPENDENT REVIEW PROCESS

What can be reviewed by the property assessment review panel?

- the owner/lessee information
- the value of your property as of July 1, 2003
- classification
- exemptions

What can't be reviewed?

- property taxes

How do you apply for an independent review by the property assessment review panel?

You must file a request for review by a property assessment review panel, at the address shown for your assessment office. The following information must be included about the property for which you are requesting a review:

- the assessment roll number
- your reason for requesting a review
- the property description (address and legal description)
- your full name
- your mailing address
- your home and business phone numbers
- a statement clarifying whether or not you are the owner of the property in question
- if you appoint an agent, the full name of the agent and the agent's business phone number

What is a property assessment review panel?

- There are about 100 independent property assessment review panels appointed annually by the provincial government to review property assessments.
- Each panel is comprised of three people from your community who are there to give you a fair and impartial hearing.

What happens after you request a review?

- BC Assessment may contact you to review your property file and discuss your concern.
- If necessary, BC Assessment may arrange to re-inspect your property.
- You will be notified of the date, time and location of your review hearing.

What happens at a panel review?

- Hearings will be held between February 1 and March 15, 2004.
- At the hearing the property assessment review panel will give you the opportunity to provide evidence. If you are requesting a review concerning the value of your property, your evidence should include sales of similar properties at (or near) July 1, 2003, to support your estimate of value.
- Details about the review process are available at your local assessment office.

What is the deadline for filing a request for review?

Your written request for review must be delivered (or faxed) to your assessment office or postmarked **not later than January 31, 2004.**

Wherever words or expressions used in this notice differ from the wording of the legislation, the legislation shall prevail.

BC Assessment

www.bcasessment.bc.ca