

NEED MORE INFORMATION

Every effort has been made to provide you with an accurate 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, 2004
- the classification of your property
- the application of tax exemptions, if any, to your property

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 written 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, 2005.
- 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, 2004, 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 (in person, fax or email) to your assessment office or postmarked **not later than January 31, 2005.**

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