



DEADLINE FOR FILING A NOTICE OF COMPLAINT (APPEAL) IS JANUARY 31, 2008

Please contact your assessment office if you have questions.

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

However, if you have a concern, please contact your assessment office. If we find that a change to your assessment is necessary, we will make that change.

If you still have a concern, you may file a Notice of Complaint (Appeal) form, available online at www.bcassessment.ca. Filing a Notice of Complaint (Appeal) form will result in the independent review process outlined below.

PROPERTY ASSESSMENT REVIEW PANEL — THE INDEPENDENT REVIEW PROCESS



What is a property assessment review panel?

- There are about 70 independent property assessment review panels appointed by the provincial government to review property assessments.
- Each panel is composed of three people from your community who are there to give you a fair and impartial hearing.

What can be reviewed by the property assessment review panel?

- the owner/lessee information
- the value of your property as of July 1, 2007
- the classification of your property
- the application of tax exemptions, if any, to your property

What can't be reviewed?

- property taxes and tax rates

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 (i.e., address)
- 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

Who can apply for an independent review of a property assessment?

- An owner or lessee of a property and/or any interested third party.

What happens after you request a review?

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

What happens at a hearing of the property assessment review panel?

- Hearings will be held between February 1 and March 15, 2008.
- Both you and BC Assessment will be given an opportunity to provide evidence, and ask questions, in regards to your complaint.
- 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, 2007, to support your estimate of value.

Where can I get information to help me prepare for my hearing?

- A step-by-step guide to preparing for your hearing, can be found online at www.sbr.gov.bc.ca/parp.
- For further information or to have a copy of the guide mailed to you, please call toll-free **1-877-356-9313**.
- Information can also be found on the BC Assessment website at www.bcassessment.ca or at your assessment office.

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

BC Assessment