

NOTICE OF APPEAL TO SASKATOON BOARD OF REVISION

This **Notice of Appeal form** and filing fee must be received by _____
 (Please check the reverse side of this form for fee and appeal information).

To file an assessment appeal, please complete this form in its entirety.
 (Please check the reverse side of this form for contact information to help complete form).

If you wish to file and pay online visit saskatoon.ca/assessmentappeals

To the Secretary of the Board of Revision, Saskatoon, SK., I request the following:

- Simplified appeal process** (Only for single family residential or properties with assessed value under \$750,000)
- Regular appeal process**

I hereby **appeal** against the: *(check those which apply)*

- Property valuation (land valuation, improvement valuation, or both)
- Property classification (land classification, improvement classification, or both)
- Exemption
- Preparation or content of the Assessment Roll
- Preparation or content of the Notice of Assessment (assessed value or taxable assessment)

Assessment/Roll No. _____ Civic Address _____



Please attach additional sheets if you need more space to answer the following:

I have **discussed my appeal** with _____ (officer's name), of the City Assessor's office, on _____ (month/day/year) and the following is a summary of *the outcome of my discussion and details of the facts or issues agreed to.*

-OR-

I have **not discussed my appeal** with the City Assessor's Office for the following reasons:

I make this assessment appeal on the following grounds (nature of alleged error):

In support of these grounds, I hereby state the following material facts to be true and accurate:

I request that the following change(s) be made to the Assessment Roll (if known):



Please Note: The appeal of your assessment is a matter of public record. If a request is received, the City of Saskatoon is obliged to disclose that you have appealed your assessment.

Appellant's Name:		Agent's Name (if named/known):	
Mailing Address:		Mailing Address:	
City:		City:	
Province:	Postal Code:	Province:	Postal Code:
Home Phone #:	Business Phone #:	Home Phone #:	Business Phone #:
Email Address:	Cell #:	Email Address:	Cell #:

Appellant's interest in the property? (e.g. owner, tenant, property manager): _____ Dated this _____ day of _____, 20_____.

Assessment value under appeal \$ _____ Appeal Fee \$ _____

(Enclosed Appeal Fee³)

(Appellant's/Agent's name - please print)

(Appellant's/Agent's signature)

APPEALS TO THE BOARD OF REVISION

The appellant must file this notice of appeal with the Secretary of the Board of Revision, together with any fee set by Council, within the period set out in Section 198 of *The Cities Act* (see Fee information below). On receipt of this notice, the Secretary of the Board of Revision must determine whether the notice complies with the requirements set out in Section 197 of *The Cities Act*. If the notice does not comply, the Secretary must notify the appellant of the deficiencies in the notice and grant the appellant one 14-day extension to perfect it.

Appeal Fees must be submitted at the time of filing the notice of appeal or within the 60-day period commencing with the mailing date of the current assessment notice. **If the fee is not paid within the specified time period, the appeal is deemed to be dismissed.** The fee will be refunded if the appellant is successful in whole or in part on the appeal at either the board of revision or the appeal board, if the appeal is not filed by the Secretary for reasons mentioned in Section 199(7), if the appeal is withdrawn in accordance with Section 197(7), or if the appellant enters into an agreement pursuant to Section 204 resolving all matters on appeal.

Appeal Agent Representation

Subsection 197(6.1) of *The Cities Act* provides that regardless of whether an appellant has named an agent in the notice of appeal pursuant to subsection (6), the appellant retains the right to name an agent, change an agent or use additional agents at any time during the appeal process Agent appeals must be submitted with an Authorization Form. (Form can be found online at saskatoon.ca/assessmentappeals)

APPEAL FILING FEES AND HOW TO SUBMIT

The appeal fee must be submitted at the time of filing the notice of appeal or by the final date of appeal. **If the fee is not paid within the specified time the appeal is deemed to be dismissed.** The following appeal fees apply (payable to The City of Saskatoon)

\$30	Residential properties and Residential Condominium units
	Multi-unit Residential and Commercial properties:
\$150	Properties where Total Assessment is \$500,000 or less
\$500	Properties where Total Assessment is more than \$500,000 but less than \$1,000,000
\$750	Properties where Total Assessment is \$1,000,000 or more

You have the option to file and pay for your appeal online at saskatoon.ca/assessmentappeals – OR mail the Notice of Appeal with the appeal fee (Cheque payable to The City of Saskatoon, do not send cash) to: Secretary, Board of Revision c/o City Clerk's Office 222- 3rd Avenue North, Saskatoon, SK S7K 0J5 –OR deliver in a clearly marked envelope to the secure deposit drop box located outside the main entrance of City Hall.

APPEAL QUESTIONS?

Email board.of.revision@saskatoon.ca or call the Board of Revision Office at **306-975-3240** or the Assessment Office at **306-975-3227**.