



PROPERTY ASSESSMENT APPEAL BOARD

FORM 1 PROPERTY ASSESSMENT APPEAL FORM

DEADLINE FOR FILING IS APRIL 30

See detailed instructions at the end of this form

To be valid, the Board must receive the appeal, or it must be postmarked (by Canada Post), **no later than April 30** following your appeal to the Property Assessment Review Panel.

Please send your appeal to:

Property Assessment Appeal Board
 10-10551 Shellbridge Way
 Richmond BC V6X 2W9
 Fax: 604-775-1742
 Toll-free fax: 1-888-775-1742

PARTICIPANT INFORMATION		
Appellant (required)		
Contact name:		
Business/Organization (if applicable):		
Contact address:	Phone:	
	Fax:	
	E-Mail:	
City:	Province:	Postal Code:
Indicate preferred method of receiving correspondence: Mail ___ Fax ___ E-Mail ___		
Agent (if using an Agent)		
Contact name:		
Business name:	Phone:	
Contact address:	Fax:	
	E-Mail:	
City:	Province:	Postal Code:
Indicate preferred method of receiving correspondence: Mail ___ Fax ___ E-Mail ___		
Lawyer (if using a Lawyer)		
Contact name:		
Business name:	Phone:	
Contact address:	Fax:	
	E-Mail:	
City:	Province:	Postal Code:
Indicate preferred method of receiving correspondence: Mail ___ Fax ___ E-Mail ___		

PROPERTY DETAILS

Roll Number: _____

Civic Address _____

Street: _____ City: _____

Legal Description or PID (optional): _____

Is this a Supplementary Roll? Yes ___ No ___

Is the Appellant also the Property Owner? Yes ___ No ___

Roll Number: _____

Civic Address _____

Street: _____ City: _____

Legal Description or PID (optional): _____

Is this a Supplementary Roll? Yes ___ No ___

Is the Appellant also the Property Owner? Yes ___ No ___

Roll Number: _____

Civic Address _____

Street: _____ City: _____

Legal Description or PID (optional): _____

Is this a Supplementary Roll? Yes ___ No ___

Is the Appellant also the Property Owner? Yes ___ No ___

GROUNDS FOR APPEAL Check the applicable ground(s)

Assessed value – too high Assessed value – too low

Classification incorrect Not equitable with similar properties in the area

Exemption – should be allowed Exemption – improperly allowed

Other (specify): _____

Details (to assist in resolving your appeal, it would be helpful to provide brief details on why you feel the decision of the Property Assessment Review Panel is incorrect):

APPEAL FEE CALCULATION

Number of assessment rolls appealed: _____ X \$30 per roll = \$ _____

(Please enclose a cheque for the above amount, payable to the **Minister of Finance**)

SIGNATURE: _____ **DATE:** _____

Appellant, Agent, or Lawyer

DETAILED INSTRUCTIONS

Participant Information:

You must provide the name, address and day-time phone number for the person who is appealing the property assessment (the Appellant). If available, please also include the Appellant's fax number and email address.

You are not required to hire an agent or a lawyer to appeal your property. If you do, please provide their contact information as requested on the form.

Please also indicate which method each participant would prefer to receive correspondence from the Board.

Property Details:

Please provide the full roll number (which is on the Property Assessment Review Panel decision notice) and civic address for each property you are appealing. Indicate whether or not your property is a supplementary roll.

Definition of a supplementary roll: is an assessment, issued by the Assessor which replaces the original assessment. A supplementary roll is issued by December 31 of the assessment year. For example:

The original assessment for the 2005 roll is completed by December 31, 2004. A 2005 supplementary roll can be issued by December 31, 2005.

In this example, if you are dissatisfied with the 2005 supplementary roll as well as the 2006 assessment, you must appeal both rolls and include both as separate entries in the Property Details section. Both rolls would have to have been appealed to the 2006 Property Assessment Review Panel.

Select whether or not the Appellant is the same person or organization as the property owner. Note: we do not require contact information on the property owners.

You may also attach a copy of your Property Assessment Review Panel decision notice.

Appeal Grounds:

Please indicate one or more grounds for your appeal.

NOTE: the grounds must be consistent with section 32(1) of the *Assessment Act* and is summarized in "How to File an Appeal – Information Sheet 2", which can be viewed on the Board's website.

Appeal Fee Calculation:

Calculate the fees owing (\$30.00 for each roll number) and make your cheque or money order payable to the **Minister of Finance**. Include the payment when you deliver your appeal to the Board. If you are faxing your appeal, mail payment to the Board by the next business day, with a copy of this appeal form.

For further information, please contact the Board at:

Phone: 604-775-1740, Toll Free: 1-888-775-1740 or email: office@paab.bc.ca

The Board has produced Information Sheets including "Overview of Appeal Process – Information Sheet 1" and "How to File a Property Assessment Appeal – Information Sheet 2". You can call our office for a copy or view these and other Information Sheets on our website:

Website address: www.assessmentappeal.bc.ca