



# PROPERTY ASSESSMENT APPEAL BOARD

## FORM 1 PROPERTY ASSESSMENT APPEAL FORM

**DEADLINE FOR FILING IS APRIL 30, 2024**

**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, 2024** following your appeal to the Property Assessment Review Panel.

**Please send your appeal to:**

Property Assessment Appeal Board  
1270 – 605 Robson Street  
Vancouver BC V6B 5J3  
Fax: 604-775-1742  
Toll-free fax: 1-888-775-1742

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

**PROPERTY DETAILS**

Roll Number: \_\_\_\_\_  
 Civic Address \_\_\_\_\_  
 Street: \_\_\_\_\_ City: \_\_\_\_\_  
 Legal Description or PID (optional): \_\_\_\_\_  
 Is the Appellant also the Property Owner? Yes \_\_\_ No \_\_\_

Roll Number: \_\_\_\_\_  
 Civic Address \_\_\_\_\_  
 Street: \_\_\_\_\_ City: \_\_\_\_\_  
 Legal Description or PID (optional): \_\_\_\_\_  
 Is the Appellant also the Property Owner? Yes \_\_\_ No \_\_\_

Roll Number: \_\_\_\_\_  
 Civic Address \_\_\_\_\_  
 Street: \_\_\_\_\_ City: \_\_\_\_\_  
 Legal Description or PID (optional): \_\_\_\_\_  
 Is the Appellant also the Property Owner? Yes \_\_\_ No \_\_\_

**GROUND(S) 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 (See next page for explanation)**

Please enclose a cheque or money order for the appeal fees, payable to the **Minister of Finance**

**SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

Appellant, Agent, or Lawyer

## DETAILED INSTRUCTIONS

**The Board is the second level of appeal:** Appeals must normally be filed with the first level of review, the Property Assessment Review Panel prior to their deadline January 31. See [Information Sheet 3 – Appeal Jurisdiction](#), which can be viewed on the Board’s website.

### **Personal Information:**

Board hearings, and some other appeal processes, are public proceedings. Information from this notice of appeal is publicly accessible. The Board will upload to our website the names of parties, grounds of appeal and property assessment information. Other information may also be producible upon request. For more information please see [Guidelines for Information Access for Board Appeals](#), which can be viewed on the Board’s website.

### **Participant Information:**

You must provide the name (including pronoun he/she/they), 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 of correspondence each participant would prefer.

### **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.

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 by following this structure:

	<b>Property Status at the Point of Appeal</b>	<b>Fee</b>
<b>(a)</b>	Class 1 – Residential	\$30 per folio
	Class 3 – Supportive Housing	
	Class 8 – Recreational and Non-Profit	
	Class 9 – Farm	
<b>(b)</b>	Class 2 – Utility	\$300 per folio
	Class 4 – Major Industry	
	Class 5 – Light Industry	
	Class 6 – Business and Other	
	Class 7 – Managed Forest Land	
<b>(c)</b>	If a property folio is split classified and	
	i) at least one of its property classes is in group (a)	\$30 per folio
	ii) none of its property classes are in group (a)	\$300 per folio

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.

**A Note on Property Taxes:**

The Board recommends all property holders pay their property tax by the due date to avoid any late charges and interest. If the assessment is lowered, even if during an early resolution in April, adjustments will not likely be made prior to the July 1 tax due date. For any over-payment in taxes, please contact your municipality to discuss reimbursement.

**For further information, please contact the Board at:**

Phone: 604-775-1740, Toll Free: 1-888-775-1740 or email: [office@paab.bc.ca](mailto: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](http://www.assessmentappeal.bc.ca)