



I have discussed my appeal with \_\_\_\_\_ (Assessor's or assessment appraiser's name), of the City Assessor's office, on this date \_\_\_\_\_ (date) and the following is a summary of that discussion:

\_\_\_\_\_  
\_\_\_\_\_

**OR** I have not discussed my appeal with the City Assessor's office for the following reasons: (Provide reasons why no discussion was held.)

\_\_\_\_\_  
\_\_\_\_\_

**SECTION 5**

**Appellant's Information:**

Appellant's Name: \_\_\_\_\_ Email Address: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ City/Town: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Home Phone #: \_\_\_\_\_ Business Phone #: \_\_\_\_\_ Cell #: \_\_\_\_\_ Fax #: \_\_\_\_\_

If the Appellant is not the property owner, what interest does the Appellant have in the property?

\_\_\_\_\_  
Total assessed value under Appeal: \$ \_\_\_\_\_ Appeal Fee Enclosed<sup>2</sup>: \$ \_\_\_\_\_

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
*Appellant Name - please print*

\_\_\_\_\_  
*Appellant Signature*

**Agent's Information (if applicable):**

Agent's Name: \_\_\_\_\_ Email Address: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ City/Town: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Home Phone #: \_\_\_\_\_ Business Phone #: \_\_\_\_\_ Cell #: \_\_\_\_\_ Fax #: \_\_\_\_\_

Please list address for service for all appeal correspondence:

Mailing Address: \_\_\_\_\_ City/Town: \_\_\_\_\_ Postal Code: \_\_\_\_\_

<sup>1</sup> What is the difference between the regular and simplified appeal processes?

For regular appeals, any written material and photographs you provide in support of your appeal must be submitted to BOTH the secretary of the board of revision and the city's assessor at least 20 days before the date of your hearing. The appeal will be heard by a panel comprising three members of the board.

Section 195 of *The Cities Act* provides for a simplified appeal process to be used at the option of the appellant. You may choose the simplified appeal process if your appeal is for:

- a single family residential property or residential condominium; or
- any property that has an assessed value of \$250,000 or less.

In the simplified process, the chairperson may appoint only one member of the board to hear the appeal. If you qualify for a simplified appeal process and request it on the Notice of Appeal, you may provide any written material and photographs in support of your appeal to the board of revision and the city's assessor at your hearing. However, to avoid delays at your hearing, you are encouraged to provide your material to BOTH the secretary of the board of revision and the city's assessor at least 20 days before the date of your hearing.

The written material you provide for either process should identify why you feel there is an error in your assessment.

<sup>2</sup> 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*. Information on appeal fees may be obtained from the city. 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.