



2017 Revaluation Appealing Your Assessment Notice

What can I appeal?

You can appeal to the Board of Revision if you feel there is an error involving:

- Property valuation
- Property classification
- Exemption
- Preparation or content of the assessment roll
- Preparation or content of your assessment notice

PLEASE NOTE: You cannot appeal your taxes or the services you receive. The only thing you can appeal is a factual error that your assessment is based on.

When can I appeal?

You can only file an appeal when the Assessment Roll is open for inspection. Notice will be advertised in the local paper as well as at City Hall. During a revaluation year, such as this year, the appeals period will be open for 60 days, from March 16 - May 16, 2017. **The deadline to make an appeal is Tuesday, May 16th at 4:00 p.m.**

What is the appeal process?

If you have questions about the information contained in your Notice of Assessment or feel your assessment has an error, you should first speak to an assessor. They can explain your assessment to you and describe how they arrived at the value listed. Please **phone City Hall at 306-236-3622** and provide your name, phone number and the Civic Address and Roll Number (shown on the assessment notice) of the property you are calling about, and an assessor will contact you as soon as possible.

If you still feel there is an error after speaking to an assessor, you can submit an appeal to the Board of Revision. To do so, a completed Notice of Appeal Form (available at City Hall) must be delivered to:

The Assessor - City of Meadow Lake
Box 610, 120 – 1st Street East
Meadow Lake, SK S9X 1Y5

By the deadline of **May 16, 2017**. If you are submitting your appeal by mail, ensure you leave enough time for your appeal to arrive before the deadline.

Your notice of appeal must include:

- The property under appeal,
- a description of what you are appealing,
- the specific grounds under which you allege an error exists,
- the particular facts supporting each ground of appeal, and
- your mailing address.

Your appeal must also include the appeal fee, which is set out in the Service Fees Bylaw as follows:

Description	Amount of Fee
Assessment Appeal Fee - residential	\$100.00 per assessment roll number
Assessment Appeal Fee – multi-unit residential and Commercial	\$150.00 per assessment roll number if assessment is less than 500,000
	\$500.00 per assessment roll number if assessment is between 500,000-1,000,000
	\$750.00 per assessment roll number if assessment is more than 1,000,000

If your appeal is successful, the appeal fee will be refunded to you.