

NOTICE OF APPEAL TO THE BOARD OF REVISION

(Property address)

(Roll #)

GROUND FOR APPEAL MUST BE STATED USING THE SPACE PROVIDED

To the Secretary of the Board of Revision of the City of Prince Albert, Saskatchewan.

I choose the: _____ Simplified appeal process (Section 195 of the *Cities Act*)
 _____ Regular appeal process

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

- _____ Property valuation (land valuation or improvement valuation or both)
- _____ Property classification (land classification or improvement classification or both)
- _____ Exemption (tax status)
- _____ Preparation or content of the assessment roll
- _____ Notice of assessment (fair value assessment or taxable assessment)
- _____ School support (no fee required)

of the following property: _____
(legal description, civic address, assessment roll number)

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

1. Ground of Appeal

Supporting material facts:

2. Ground of Appeal

Supporting material facts:

3. Ground of Appeal

Supporting material facts:

(Attach extra sheets if necessary)

I request that the following change(s) be made to the assessment roll (if known):

(Attach extra sheets if necessary)

I discussed my appeal with _____, of the city assessor's office on this date: _____ and the following is a summary of that discussion:

(month/day/year)

(Include the outcome of the discussion any details of the facts or issues agreed to by the parties)

OR

I have not discussed my appeal with the city assessor's office for the following reasons:

(Provide reasons why no discussion was held) (Attach extra sheets if necessary)

MY ADDRESS FOR SERVICE OF NOTICE IN CONNECTION WITH THIS APPEAL IS:

(Name)

(Street Address)

(City/Town)

(Province)

(Postal code)

I can also be reached at the following telephone numbers:

(____) _____ and (____) _____.
(home) (business)

Dated this _____ day of _____, 20_____.
(day) (month) (year)

Assessment value under appeal: _____

(Appellant's Signature)

\$ _____

(Enclosed Appeal Fee)

Appeal Fees-All Properties

\$30.00 for each \$200,000 or part thereof of the total assessed value of the property being appealed.

Examples:

Total Assessed Value of \$0 - \$200,000	\$30.00
Total Assessed Value of \$200,001 - \$400,000	\$60.00
Total Assessed Value of \$400,001 - \$600,000	\$90.00

***Maximum Fees: There is a maximum fee of \$500.00

Deliver or mail the “Notice of Appeal” (with the fee enclosed) to:

Secretary, Board of Revision
City of Prince Albert
1084 Central Avenue
Prince Albert, SK
S6V 7P3

Include a cheque payable to the “City of Prince Albert” for the required fee or the appeal will be deemed to be dismissed. (*Do not send cash*)

Please note:

***For property owners who have received a Notice of Assessment, your Notice of Appeal must be received by the Secretary of the Board of Revision by the deadline specified on your Notice of Assessment.

***For property owners who have not received a Notice of Assessment, your Notice of Appeal must be received within 60 days after the date on which the Notice of Assessment is published in the newspaper for the city.