NOTICE OF APPEAL TO CITY OF PRINCE ALBERT BOARD OF REVISION

vision of the City of Prince Albert, Saskat	chewan:
 Simplified appeal process Regular appeal process 	Appeal No 20_
se which apply)	
	(Office Use Only)
Preparation or content of the Assessment Roll	
	Simplified appeal process Regular appeal process which apply)

Of the following Property: _____ Roll Number: _____ Address: _____ Legal Description: Lot: ______ Block/Parcel: _____ Plan: _____ Plan: _____

SECTION 2:

I make this appeal on the following grounds (nature of alleged error):

Preparation or Content of the Notice of Assessment

(Attach extra sheets if necessary)

SECTION 3:

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

(Attach extra sheets if necessary)

SECTION 4:

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

(Attach extra sheets if necessary)

____ - 20_____

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:	ailing Address: City/Town:		Postal Code:	
Home Phone #:	Business Phone #:	Cell #:	Fax #:	
If the Appellant is not the	property owner, what interest o	does the Appellant have in	the property?	
Total assessed value und	er Appeal: \$	I: \$ Appeal Fee Enclosed ² : \$		
Dated this day o	f	, 20		
Appellant Name - please print		Appellant Signature		
Agent's Information (if a	pplicable):			
Agent's Name:		Email Address:		
Mailing Address:		City/Town:	Postal Code:	
Home Phone #:	Business Phone #:	Cell #:	Fax #:	
Please list address for set	vice for all appeal corresponde	ence:		
Mailing Address:	City	//Town:	Postal Code:	

¹ What is the difference between the regular and simplified appeal processes?

any property that has an assessed value of \$250,000 or less.

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

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

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.

² 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.