| Property | | | | | 1 00.73 | | Current | Current |
|----------|---------|-----------|---------|--------------------------------|----------------|-------------|---------|------------|
| Number | Lot | Block | Plan | SubDivision | Number | Street Name | Code | Value |
| 50800 | 26 UNIT | CONDO PLA | 9911618 | | 26 309 | 3 Ave | 2 | 169410.00 |
| 20900 | 27 UNIT | CODO PLA | 9911618 | | 27 309 | 3 Ave | 2 | 147950.00 |
| 51000 | 28 UNIT | CONDO PLA | 9911618 | | 28 309 | 3 Ave | 5 | 148010.00 |
| 51100 | 29 UNIT | CONDO PLA | 9911618 | | 29 309 | 3 Ave | 5 | 146050.00 |
| 51200 | 30 UNIT | CONDO PLA | 9911618 | | 30 309 | 3 Ave | 5 | 138820.00 |
| 51300 | 31 UNIT | CONDO PLA | 9911618 | | 31 309 | 3 Ave | 2 | 153370.00 |
| 51400 | 32 UNIT | CONDO PLA | 9911618 | | 32 309 | 3 Ave | 2 | 141320.00 |
| 51500 | 10 | 24 | 113641 | | 900 | Η. | 2 | 204070.00 |
| 51600 | 11 | 24 | 113641 | | 604 | \vdash | 2 | 181950.00 |
| 51700 | | 24 | 113641 | | 809 | Н | 2 | 177060.00 |
| 51800 | 13 | 24 | 113641 | | 612 | П | 2 | 183950.00 |
| 51900 | | 24 | 113641 | | 616 | | 5 | 175500.00 |
| 52000 | | 24 | 113641 | | 620 | 620 1 Ave | 2 | 192400.00 |
| 52100 | | 1 | 210178 | | | | 2 | 352090.00 |
| 52300 | | | | | | | 10 | 22900.00 |
| 52500 | | | | | | | 10 | 6110.00 |
| 52500 | | | | | | | 5 | 137530.00 |
| 52600 | | 9 | 112066 | | | | 5 | 229840.00 |
| 52700 | | 5 | 8510561 | | | | 5 | 242150.00 |
| 52900 | | | | | | | Т | 700240.00 |
| 53000 | 1 | 1 | 1811521 | Plan of Subdivision 181 161 90 | | | 9 | 1010090.00 |
| 60000 | | 24 | 413697 | | 664 | 1 Ave | 5 | 180940.00 |
| 60100 | 17 | 24 | 413697 | | 899 | 1 Ave | 2 | 180950.00 |
| 60200 | 18 | 24 | 413697 | | 700 | 1 Ave | 5 | 202270.00 |
| 60300 | 19 | 24 | 413697 | | 704 | 1 Ave | 5 | 187220.00 |
| 60400 | | 24 | 413697 | | 708 | 1 Ave | 5 | 205750.00 |
| 60500 | | 24 | 413697 | | 712 | 1 Ave | 5 | 191490.00 |
| 60600 | | 24 | 413697 | | 716 | 1 Ave | 5 | 189100.00 |
| 60700 |) 23 | 24 | 413697 | | 720 | 1 Ave | 5 | 189560.00 |
| 60800 | | 24 | 413697 | | 724 | 1 Ave | 5 | 203860.00 |
| 00609 |) 25 | 24 | 413697 | | 728 | 1 Ave | 5 | 188770.00 |
| 61000 | | 24 | 413697 | | 732 | 1 Ave | 5 | 345430.00 |
| 62000 | 27 | 24 | 413697 | | 736 | 1 Ave | 5 | 302280.00 |

| l log | | | | | | | Current | Current |
|--------|------|-------|--------|--|------------------|-------------|--------------------|---------------------|
| Number | Lot | Block | Plan | SubDivision | Street Number | Street Name | Assessment Code | Assessment Value |
| 63000 | 28 | 24 | 413697 | | 740 | 1 Ave | 5 | 330810.00 |
| 64000 | 31 | 24 | 511476 | | 744 | 1 Ave | 5 | 382630.00 |
| 66100 | 37 | 15 | 913421 | | 202 | Henricks Dr | 3 | 11480.00 |
| 66200 | 36 | 15 | 913421 | | 206 | Henricks Dr | 3 | 10390.00 |
| 96300 | 35 | 15 | 913421 | | 210 | Henricks Dr | 3 | 10390.00 |
| 66400 | 34 | 15 | 913421 | | 214 | Henricks Dr | 3 | 10390.00 |
| 96500 | 33 | 15 | 913421 | | 218 | Henricks Dr | 3 | 10390.00 |
| 00999 | 32 | 15 | 913421 | | 222 | | 3 | 10390.00 |
| 90299 | 31 | 15 | 913421 | | 226 | Henricks Dr | 3 | 10390.00 |
| 00899 | 30 | 15 | 913421 | 6.64006.20000000000000000000000000000000 | 230 | Henricks Dr | 3 | 10390.00 |
| 00699 | 29 | 15 | 913421 | | 234 | Henricks Dr | 3 | 10390.00 |
| 90029 | 28 | 15 | 913421 | | 238 | Henricks Dr | 3 | 10390.00 |
| 67100 | 27 | 15 | 913421 | | 304 | Henricks Dr | 3 | 10390.00 |
| 67200 | 26 | 15 | 913421 | | 308 | Henricks Dr | 3 | 10390.00 |
| 67300 | 25 | 15 | 913421 | | 312 | Henricks Dr | 3 | 10390.00 |
| 67400 | 24 | 15 | 913421 | | 316 | Henricks Dr | 3 | 10390.00 |
| 67500 | 23 | 15 | 913421 | | 320 | Henricks Dr | 3 | 10390.00 |
| 00929 | 22 | 15 | 913421 | | 324 | Henricks Dr | 3 | 10390.00 |
| 67700 | 21 | 15 | 913421 | | 330 | Henricks Dr | 3 | 10390.00 |
| 00829 | 20 | 15 | 913421 | | 334 | Henricks Dr | 3 | 10390.00 |
| 00629 | 19 | 15 | 913421 | | 338 | Henricks Dr | 3 | 10390.00 |
| 00089 | 18 | 15 | 913421 | | 342 | Henricks Dr | 3 | 10390.00 |
| 68100 | 17 | 15 | 913421 | | 346 | Henricks Dr | က | 11560.00 |
| 68150 | 44MR | 18 | 913421 | | | | 1 | 7750.00 |
| 68200 | 37 | 18 | 913421 | | 406 | Henricks Dr | က | 72990.00 |
| 00889 | 38 | 18 | 913421 | | 414 | Henricks Dr | က | 69010.00 |
| 68400 | 39 | 18 | 913421 | | 420 | Henricks Dr | က | 69010.00 |
| 00589 | 40 | 18 | 913421 | | 424 | Henricks Dr | က | 69010.00 |
| 00989 | 41 | 18 | 913421 | | 430 | Henricks Dr | 5 | 302320.00 |
| 00289 | 42 | 18 | 913421 | | 436 | Henricks Dr | 5 | 314240.00 |
| 00889 | 43 | 18 | 913421 | | 442 | Henricks Dr | 5 | 431560.00 |
| 00689 | 12 | 3 | 913421 | | 447 | Henricks Dr | 3 | 45610.00 |
| 00069 | 11 | æ | 913421 | | 443 | Henricks Dr | က | 43540.00 |

| Property | | | | | | | Current | Current |
|----------|-----|-------|--------|-------------|--------|-----------------|------------|------------|
| Roll | | | | | Street | | Assessment | Assessment |
| Number | Lot | Block | Plan | SubDivision | Number | Street Name | Code | Value |
| 69100 | 10 | 3 | 913421 | | 439 | Henricks Dr | 3 | 43540.00 |
| 69200 | 6 | ന | 913421 | | 435 | Henricks Dr | 3 | 43540.00 |
| 69300 | ∞ | 3 | 913421 | | 431 | Henricks Dr | 5 | 218920.00 |
| 69400 | 7 | æ | 913421 | | 427 | Henricks Dr | 5 | 217980.00 |
| 69500 | 9 | 3 | 913421 | | 423 | Henricks Dr | 5 | 214930.00 |
| 00969 | 5 | 3 | 913421 | | 419 | Henricks Dr | 5 | 217070.00 |
| 00269 | 4 | ന | 913421 | | 415 | Henricks Dr | 5 | 217070.00 |
| 00869 | 3 | က | 913421 | | 411 | Henricks Dr | 2 | 197060.00 |
| 00669 | 2 | 3 | 913421 | | 407 | Henricks Dr | 3 | 43540.00 |
| 70000 | 1 | 3 | 913421 | | 403 | Henricks Dr | 3 | 47670.00 |
| 70100 | 26 | 2 | 913421 | | 347 | Henricks Dr | က | 8510.00 |
| 70200 | 25 | 2 | 913421 | | 345 | Henricks Dr | 3 | 6810.00 |
| 70300 | 24 | 2 | 913421 | | 343 | Henricks Dr | 3 | 6810.00 |
| 70400 | 23 | 2 | 913421 | | 341 | Henricks Dr | 3 | 6810.00 |
| 70500 | 22 | 2 | 913421 | | 339 | Henricks Dr | 3 | 6810.00 |
| 20600 | 21 | 2 | 913421 | | 337 | Henricks Dr | ო | 6810.00 |
| 70700 | 20 | 2 | 913421 | | 335 | Henricks Dr | က | 6810.00 |
| 70800 | 19 | 2 | 913421 | | 333 | Henricks Dr | 3 | 6810.00 |
| 70900 | 18 | 2 | 913421 | | 327 | Henricks Dr | 3 | 6810.00 |
| 71000 | 17 | 2 | 913421 | | 325 | Henricks Dr | 3 | 6810.00 |
| 71100 | 16 | 2 | 913421 | | 323 | Henricks Dr | 3 | 6810.00 |
| 71200 | 15 | 2 | 913421 | | 321 | Henricks Dr | 8 | 6810.00 |
| 71300 | 14 | 2 | 913421 | | 317 | Henricks Dr | m | 11190.00 |
| 71400 | 13 | 2 | 913421 | | 313 | 313 Henricks Dr | 3 | 11190.00 |
| 71500 | 12 | 2 | 913421 | | 309 | 309 Henricks Dr | 3 | 11190.00 |
| 71600 | 11 | 2 | 913421 | | 305 | 305 Henricks Dr | က | 11190.00 |
| 71700 | 10 | 2 | 913421 | | 239 | Henricks Dr | 3 | 11190.00 |
| 71800 | 6 | 2 | 913421 | | 235 | Henricks Dr | 3 | 11190.00 |
| 71900 | œ | 2 | 913421 | | 231 | Henricks Dr | С | 11190.00 |
| 72000 | 7 | 2 | 913421 | | 722 | Henricks Dr | က | 11190.00 |
| 72100 | 9 | 2 | 913421 | | 223 | 223 Henricks Dr | ო | 11190.00 |
| 72200 | 5 | 2 | 913421 | | 219 | 219 Henricks Dr | m | 11190.00 |
| 72300 | 4 | 2 | 913421 | | 215 | Henricks Dr | က | 11410.00 |

| Property | | | | | | | Current Current | Current |
|----------|-----|-------|--------|-------------|--------|-----------------|-----------------------|------------|
| Roll | | | | | Street | | Assessment Assessment | Assessment |
| Number | Lot | Block | Plan | SubDivision | Number | Street Name | Code | Value |
| 72400 | 3 | 2 | 913421 | | 211 | 211 Henricks Dr | 3 | 11410.00 |
| 72500 | 2 | 2 | 913421 | | 207 | 207 Henricks Dr | 3 | 11190 00 |
| 72600 | | 2 | 913421 | | 203 | 203 Henricks Dr | 3 | 11480 00 |
| 75000 | 1 | 2 | 514328 | | | | 1 | 463010 00 |
| 149900 | 4 | 1 | 512579 | | | | | 188150.00 |
| 150000 | 1 | 1 | 512579 | | | | 1 9 | 423750.00 |
| 159001 | | | | | Linear | | 66 | 446940.00 |
| | | | | | | | | |

Town of Irricana

Page 1 of 1

Assessment Code Listing

2022-Mar-25 4:53:39PM

| | | | | Billing | |
|---|-----|-------------------------------|---------------------|----------|-----------------|
| C | ode | Description | Use Type | Category | Rate Class |
| 6 | 1 | EXEMPT MUNICIPAL OWNED | LAND & IMPROVEMENTS | EXEMPT | EXEMPT |
| | 2 | EXEMPT OTHER PROPERTIES | LAND & IMPROVEMENTS | EXEMPT | EXEMPT |
| | 3 | TAXABLE RES VACANT | LAND | TAXABLE | RESIDENTIAL |
| | 5 | TAXABLE RESIDENTIAL OCCUPIED | LAND & IMPROVEMENTS | TAXABLE | RESIDENTIAL |
| - | 6 | TAXABLE NON-RESIDENTIAL | LAND & IMPROVEMENTS | TAXABLE | NON RESIDENTIAL |
| | 7 | TAXABLE WORKS TRANSMISSION | OTHER | TAXABLE | LINEAR |
| | 10 | TAXABLE FARMLAND | LAND & IMPROVEMENTS | TAXABLE | RESIDENTIAL |
| | 12 | RURAL BUFFER | LAND | TAXABLE | RESIDENTIAL |
| | 99 | TAXABLE LINEAR | OTHER | TAXABLE | LINEAR |

^{***} End of Report ***

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TOWN OF IRRICANA - 2022 ASSESSMENT NOTICE

Wild Rose Assessment Services Inc., Irricana's assessment contractor, keeps records for each property in Irricana on file as well as the sales that take place, and calculates property assessments based on provincial legislation and regulations. These records are audited annually by Alberta Municipal Affairs to ensure assessments meet the regulated quality standards.

The purpose of assessments is not to reflect a single sale price, but to assess all properties at typical market value on the same valuation date. To determine if your assessment is reasonable, compare the assessment on your notice to the typical value of your home. You may want to compare your assessment to the assessment of other properties similar in size, age, quality, condition and location. Examine the Assessment Roll, which is a listing of all of the assessable properties. This is available at the Town Office between the hours of 8:45 am to 4:15 pm or on the Town's Web Site at www.irricana.com. Assessed persons are entitled to see or receive sufficient information about the person's property in accordance with section 299 of the Act or a summary of an assessment in accordance with section 300 of the Act, or both.

ASSESSMENT REVIEW BOARD COMPLAINT

To eliminate the need to file a complaint, some matters or information shown on an Assessment notice may be corrected by contacting the Municipal Assessor.

You are advised and encouraged to discuss any concerns with the Municipal Assessor prior to filing an official complaint.

Call the Town Office at (403) 935-4672 or speak with Wild Rose Assessment Services Inc. (403) 343-3357.

- If, after reviewing your assessment and contacting the Assessor, your concerns have not been addressed to your satisfaction, the **Government of Alberta's standard Assessment Review Board Complaint form must be completed**. These forms are available for pick up at the Town office or online at www.irricana.com via a link to Alberta Municipal Affairs. Additional information about Alberta's assessment and taxation is also available via the above mentioned link.
- If you choose to file a complaint, the above noted completed form and any supporting attachments, must be received by 4:15 pm, May 23, 2022 and must include the applicable complaint filing fee. Complaints with an incomplete complaint form, complaints submitted after the filing deadline, or complaints without the applicable filing fee, are invalid and will be returned to you.

Forms may be dropped off at the Town of Irricana Municipal Office, Monday to Friday, between the hours of 8:45 am and 4:15 pm, after hours via a drop slot in the front door of the Irricana Centennial Centre at 222 – 2nd Street or mailed to The Town of Irricana, Box 100, Irricana, Alberta T0M 1B0.

Property Tax Notices are anticipated to be mailed in May 2022 To avoid penalties, taxes must be paid by the due date even if a Complaint is filed

Property Assessments

The Town of Irricana 2022 Property Assessment Notices.

To better understand the Assessment and Taxation process, we have provided the following information, which has been obtained from the Municipal Affairs publication: 'Guide to Property Assessment and Taxation in Alberta'

What is Property Assessment?

'Property assessment is the process of assigning a dollar value to a property for taxation purposes. In Alberta property is taxed based on the ad valorem principle. Ad valorem means "according to value." This means the amount of tax paid is based on the value of the property.

Property assessment is the method used to distribute the tax burden among property owners in a municipality. Each municipality is responsible for ensuring that each property owner pays his or her share of taxes.'

Property Taxes

'Property taxes are a primary source of revenue for municipalities. Property taxes are used to finance local programs and services, such as:

- Garbage collection
- Water and sewer services
- Road construction and maintenance
- Parks and leisure facilities
- Police and fire protection
- Seniors' lodges
- Education

Often the terms "assessment" and "taxation" are considered to be interchangeable. However, assessment and taxation are very different. Although one impacts the other, each is a distinct and independent process.

"Assessment" is the process of estimating a dollar value on a property for taxation purposes. This value is used to calculate the amount of taxes that will be charged to the owner of the property.

"Taxation" is the process of applying a tax rate to a property's assessed value to determine the taxes payable by the owner of that property.'

For more information on Assessment and Taxes: visit www.municipalaffairs.alberta.ca



Assessment Review Board Complaint

The personal information on this form is being collected under the authority of the Municipal Government Act, section 460, as well as the Freedom of Information and Protection of Privacy Act, section 33(c). The information will be used for administrative purposes and to process your complaint. For further information, contact your local Assessment Review Board.

| Municipality Name (as | shown on your ass | essment notice or tax notice) | | | Tax Year |
|--|------------------------|--|--------------------|-------------------------------------|---------------------------------------|
| | | | | | |
| ection 1 - Notice 1 | Гуре | | | | |
| ssessment Notice: | Annual Asse | ssment | Tax Notice: | ☐ Business Tax | |
| | == | nual Assessment | | Other Tax (excluding prop | perty tax and business tax |
| | = | ary Assessment | | out of tex (exciteding prop | only last and basiness te |
| | | pplementary Assessment | | | |
| | | ppionionally resources | | Name of 0 | Other Tax |
| ection 2 - Propert | y Information | Annenment F | oll or Tax Roll N | lumbar | |
| operty Address | | Assessment | OII OF TAX ROII I | vuriber | |
| | | | | | |
| egal Land Description | n (i.e. Plan, Block, L | ot or ATS 1/4 Sec-Twp-Rng-Mer) | | | |
| roperty Type | Residential proper | ty with 3 or fewer dwelling units | Farm | land Mach | inery and equipment |
| heck all that apply) | 4 | ty with 4 or more dwelling units | = | esidential property | |
| usiness Name (if per | taining to business | ax) | Business Ow | rner(s) | |
| | | | | | |
| ection 3 - Compla | inant Informatio | Is the complainant the assess | ed person or ta | kpayer for the property under co | omplaint? Yes 1 |
| | | alf of the assessed person or taxped by the assessed person or taxped by the assessed person or taxped | | | |
| | | sessed person, or taxpayer is a c | | | |
| Ampianiani ramo (ii | are complainant, de | occord porcest, or taxpayer to a c | ompany, onto | To complete logal Hamo of the | , , , , , , , , , , , , , , , , , , , |
| ailing Address (if diffe | erent from above) | City/Town | | Province | Poslal Code |
| | | | | | |
| elephone Number (inc | clude area code) | Fax Number (include area code) | Email Add | dress | |
| | | | | | |
| applicable, please in | dicate any date(s) tl | nat you are not available for heari | ng | | |
| ection 4 - Compla | int Information | Check the matter(s) that apply | to the comple | int (see reverse for anding) | |
| ection 4 - Compia | III IIII OIIII ation | | , to the comple | int (see reverse for coding) | |
| 1 2 | 3 4 | <u> </u> | 8 | ☐ 9 ☐ 10 ☐ | 11 📗 12 📗 13 |
| ote: Some matters o | r information may | be corrected by contacting the | municipal ass | essor prior to filing a formal of | complaint. |
| | | Note: An assessment revie | w board panel | must not hear any matter in s | support of an issue that |
| ection 5 - Reason | (s) for Complain | not identified on the compla | | • | |
| complainant must | | | | | |
| indicate what informa explain in what respe | | ssessment notice or tax notice is | incorrect, | | |
| indicate what the cor | | | | | |
| identify the requested | d assessed value, if | the complaint relates to an asses | ssment Rec | uested assessed value: | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| ection 6 - Compla | int Filing Fee | | | | |
| he municipality has s | et filing fees navah | e by persons wishing to make a c | complaint the fil | ion fee must accompany the co | mplaint form or the |
| | | person making the complaint. | ompiant, the m | mig ico <u>musi</u> decempany me ee | impiante form, or allo |
| he assessment revie | w board panel make | es a decision in favour of the com | plainant, or if al | I the issues under complaint are | corrected by agreement |
| tween the complaina | nt and the assessor | , and the complaint is withdrawn | prior to the hear | ing, the filing fee will be refunde | ed. |
| ction 7 - Complai | inant Signature | | | | |
| | | N. Company | | | |
| | | | | | |
| Date (mm/dd/yyyy |) P | rinted Name of Signatory Person | and Title | Sign | nature |
| | | laint form and any supporting a | | | |
| | | l address with whom a complai | | | |
| | | sessment notice or tax notice. ithout the required filing fee, a | | ui an incomplete complaint to | onn, compiaints submit |
| | | Assessment Review I | | Jse Only | |
| | | | | | |
| Vas the complaint file | | □ Y | = | | |
| | | with the complaint form? | = | | |
| Vas the required filing | _ | Ye | _ | N/A Date receive | |
| Nas a properly comp | - | | _ | □ N/A | |
| Complaint to be heard | | E7 1 4 | ARB Panel | CARB Panel | |

LGS1402 (2018/01) Page 1 of 2

MATTERS FOR A COMPLAINT

A complaint to the assessment review board panel may be about any of the following matters, as shown on an assessment notice or on a tax notice:

- 1 the description of the property or business
- 2 the name or mailing address of an assessed person or taxpayer
- 3 an assessment amount
- 4 an assessment class
- 5 an assessment sub-class
- 6 the type of property
- 7 the type of improvement
- 8 school support
- 9 whether the property or business is assessable
- 10 whether the property or business is exempt from taxation under Part 10, but not if the exemption is given by an agreement under section 364.1(11) that does not expressly provide for the right to make the complaint
- 11 any extent to which the property is exempt from taxation under a bylaw under section 364.1 of the Act
- 12 whether the collection of tax on the property is deferred under a bylaw under section 364.1 of the Act
- 13 a designated officer's refusal to grant an exemption or deferral under a bylaw under section 364.1 of the Act

Note: To eliminate the need to file a complaint, some matters or information shown on an assessment notice or tax notice may be corrected by contacting the municipal assessor. It is advised to discuss any concerns about the matters with the municipal assessor prior to filing this complaint.

If a complaint fee is required by the municipality, it will be indicated on the assessment notice. Your complaint form will not be filed and will be returned to you unless the required complaint fee indicated on your assessment notice is enclosed.

ASSESSMENT REVIEW BOARD PANELS

A local assessment review board panel will hear complaints about residential property with 3 or fewer dwelling units, farm land or matters shown on a tax notice (other than a property tax notice).

A composite assessment review board panel will hear complaints about residential property with 4 or more dwelling units or non-residential property.

DISCLOSURE

Disclosure must include:

All relevant facts supporting the matters of complaint described on this complaint form.

All documentary evidence to be presented at the hearing.

A list of witnesses who will give evidence at the hearing,

A summary of testimonial evidence:

The legislative grounds and reason for the complaint.

Relevant case law and any other information that the complainant considers relevant.

Disclosure timelines:

For a complaint about any matter other than an assessment, the parties must provide full disclosure at least 7 days before the scheduled hearing date.

For a complaint about an assessment - local assessment review board panel:

Complainant must provide full disclosure at least 21 days before the scheduled hearing date.

Respondent must provide full disclosure at least 7 days before the scheduled hearing date.

Complainant must provide rebuttal at least 3 days before the scheduled hearing date.

For a complaint about an assessment - composite assessment review board panel:

Complainant must provide full disclosure at least 42 days before the scheduled hearing date.

Respondent must provide full disclosure at least 14 days before the scheduled hearing date.

Complainant must provide rebuttal at least 7 days before the scheduled hearing date.

DISCLOSURE RULES

Timelines for disclosure must be followed;

Information that has not been disclosed will not be heard by an assessment review board panel.

Disclosure timelines can be reduced if the disclosure information is provided at the time the complaint form is filed. Both the complainant and the assessor must agree to reduce the timelines.

PENALTIES

A Composite Assessment Review Board Panel may award costs against any party to a complaint that has not provided full disclosure in accordance with the regulations.

IMPORTANT NOTICES

Your completed complaint form and any supporting attachments, the agent authorization form and the prescribed filing fee must be submitted to the person and address with whom a complaint must be filed as shown on the assessment notice or tax notice, prior to the deadline indicated on the assessment notice or tax notice. Complaints with an incomplete complaint form, complaints submitted after the filing deadline, or complaints without the required filing fee are invalid.

An assessment review board panel must not hear any matter in support of an issue that is not identified on the complaint form. The clerk will notify all parties of the hearing date and location.

For more details about disclosure please see the Matters Relating to Assessment Complaints Regulation.

To avoid penalties, taxes must be paid on or before the deadline specified on the tax notice even if a complaint is filed.