

NOTICE OF ASSESSMENT APPEAL TO SASKATOON BOARD OF REVISION

The Notice of Appeal form and filing fee must be received **by the date indicated on your assessment notice.**
(Please see the reverse side of this form for fee and appeal information).

To the Secretary of the Board of Revision, Saskatoon, SK:

Appeal No. _____ -20 ____
(Office Use Only)

- I request the: **Simplified appeal process**¹ (applies to single family residential property, regardless of the total assessment, or any other property that has a total assessment of \$750,000 or less)
 Regular appeal process

DATE RECEIVED STAMP

I hereby **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
_____ Preparation or content of the assessment roll
_____ Preparation or content of the notice of assessment (assessed value or taxable assessment)

(Office Use Only)

of **Parcel No.** _____ or **Lot** _____ **Block** _____ **Registered Plan No.** _____

Assessment/Roll No. _____ **Civic Address** _____

I make this appeal on the following grounds (nature of alleged error): (Attach extra sheets if necessary.)

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

Please Note – The appeal of your assessment is a matter of public record. If a request is received, the City is obliged to disclose that you have appealed your assessment.

I discussed my appeal with _____ (officer's name), of the City Assessor's office, on this date _____ (month/day/year) and the following is a summary of that discussion: (Include the outcome of the discussion and 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.)

Appellant's Name:		Agent's Name (if named/known ²):	
Mailing Address:		Mailing Address:	
City:		City:	
Province:	Postal Code:	Province	Postal Code:
Home Phone #:	Business Phone #:	Home Phone #:	Business Phone #:
Fax #:	Cell #:	Fax #:	Cell #:
E-Mail Address:		E-mail Address:	

The Appellant's interest in the property? (eg. owner, tenant, property manager)

Dated this _____ day of _____, 20 ____.

Assessment Value under appeal: _____ \$ _____
 (Enclosed Appeal Fee³)

 (Appellant's/Agent's name – please print) _____
 (Appellant's/Agent's signature)

Prior to completing a Notice of Appeal, you are encouraged to contact the City Assessor's office at (306) 975-3227 to discuss any concerns you may have regarding your assessment. To file an appeal, please complete this form in its entirety.

The **appeal form and filing fee** must be mailed or delivered to:

Secretary, Board of Revision, c/o City Clerk's Office,
 2nd Floor, City Hall
 222 Third Avenue North
 Saskatoon, SK S7K 0J5

¹THE DIFFERENCE BETWEEN REGULAR AND SIMPLIFIED APPEALS

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 Assessor at least 20 days before the date of your hearing. If you qualify for a simplified appeal process and request it on the Notice of Appeal, you can provide any written material and photographs in support of your appeal to the Board of Revision and City Assessor at the time of your hearing. You are eligible for the simplified appeal process if your appeal is for a single family residential property or residential condominium property or any property that has an assessed value of \$750,000 or less.

²Subsection 197(6.1) of *The Cities Act* provides that regardless of whether or not an appellant has named an agent in the notice of appeal pursuant to subsection (6), the appellant retains the right to name an agent, change an agent or use additional agents at any time during the appeal process.

Effective January 1, 2024, all Tax Agents/Representatives will be required to submit a written Authorization Form and Schedule of Additional Properties Form, if required, with all Notices of Appeal.

³FILING FEE INFORMATION

The appeal fee must be submitted at the time of filing the notice of appeal or by the final date of appeal. **If the fee is not paid within the specified time period, the appeal is deemed to be dismissed.** The following fees apply (payable to *The City of Saskatoon*).

Residential properties and Residential Condominium units	\$ 30
Multi-unit Residential and Commercial properties	
Where Total Assessment is \$500,000 or less	\$150
Where Total Assessment is more than \$500,000 but less than \$1,000,000	\$500
Where Total Assessment is \$1,000,000 or more	\$750

Questions? Call the Board of Revision office with appeal questions at (306) 975-3240 or the Assessment Branch with assessment questions at (306) 975-3227.