



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 <sup>2</sup> ): |                   |
| 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 Fee<sup>3</sup>)

\_\_\_\_\_  
 (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,  
 2<sup>nd</sup> Floor, City Hall  
 222 Third Avenue North  
 Saskatoon, SK S7K 0J5

**<sup>1</sup>THE 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 \$250,000 or less.

<sup>2</sup>Subsection 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.

**<sup>3</sup>FILING 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. (12/16)