



Assessment Appeals Committee

NOTICE OF APPEAL – FORM D

(for Consolidated Appeals, use Form AAC 2503-C)

Fill in all fields that apply. **A separate Notice of Appeal form is required for each property being appealed.**

Section 1: General Information

Assessment Year:

Appeal Category:

Appeal a Board of Revision (BOR) Decision Appeal a BOR Refusal/Neglect or Omission to Hear Direct Appeal

If applicable: BOR Appeal No.:

BOR Decision/Refusal Date:

Type: Assessment or Classification Conservation & Development (C&D) Special Assessment for Local Improvement

Name of Person Filing Appeal:

Section 2: Required Documents

Notice of Assessment (in the absence of a Notice of Assessment, provide a formal document containing complete assessment information)

Board of Revision (BOR) Decision – OR - Refusal to Hear document

[for Direct appeals only] Documentation showing the applicable BOR and the Municipality agree to the Direct appeal.

Section 3: Parties to the Appeal

a) APPELLANT to Assessment Appeals Committee (AAC):

Registered Property Owner

Municipality Assessor

Saskatchewan Assessment Management Agency

Tenant Property Manager Other:

Appellant Name (Person, Company or Entity Name):

Contact Person (if applicable):

Mailing Address: City/Town: Province: Postal Code:

Email: Phone Number:

b) AGENT for Appellant: (if applicable)

Company Name:

Contact Person:

Mailing Address:

City/Town:

Province: Postal Code:

Phone Number:

Email:

c) LEGAL COUNSEL for Appellant: (if applicable)

Company Name:

Contact Person:

Mailing Address:

City/Town:

Province: Postal Code:

Phone Number:

Email:

d) RESPONDENT to Assessment Appeals Committee (AAC):

Registered Property Owner

Municipality Assessor

Saskatchewan Assessment Management Agency

Tenant Property Manager Other:

Respondent Name (Person, Company or Entity Name):

Contact Person (if applicable):

Mailing Address: City/Town: Province: Postal Code:

Email: Phone Number:

e) AGENT for Respondent: (if applicable)

Name:

Contact Person:

Mailing Address:

City/Town:

Province: Postal Code:

Phone Number:

Email:

f) LEGAL COUNSEL for Respondent: (if applicable)

Firm Name:

Contact Person:

Mailing Address:

City/Town:

Province: Postal Code:

Phone Number:

Email:

g) REGISTERED PROPERTY OWNER: (only if different than information provided in Section 3a or 3d)

Name of Registered Property Owner:

Mailing Address: City/Town:

Province: Postal Code: Email:

Phone Number (if known):

h) MUNICIPALITY: (only if different than Section 3a or 3d)

Municipality Name:

Mailing Address:

City/Town:

Province: Postal Code:

Assessor:

Phone Number:

Email:

i) ASSESSMENT SERVICE PROVIDER:

(only if different than Municipal Assessor) (i.e. if SAMA)

Company Name:

Mailing Address: City/Town:

Province: Postal Code:

Primary Contact Person:

Phone: Email:

Alternate Contact:

Phone: Email:

j) BOARD OF REVISION:

Name of Board of Revision (BOR): BOR Secretary Name:

Email: Phone Number:

Section 4: Property and Assessment Information

Civic Address:

Assessed Value appealed to BOR:
(from Assessment Notice)

Legal Description:

BOR (Revised) Value:
(May be same as above if appeal denied, OR may have been recalculated in BOR Decision, OR may have been ordered for recalculation but unknown. If not calculated, enter 'not calculated'.)

Roll Number or Assessment ID:

Value Appealed to AAC:
(This is usually either the original Assessed Value or the BOR (Revised) Value.)

BASIS OF APPEAL (check any that apply):

Property Valuation

Exemption

Property Classification

Preparation or content of the Assessment Roll

Preparation or content of the Notice of Assessment

PROPERTY CLASSIFICATION:

Residential

Commercial & Industrial

Non-arable (Range) Land & Improvements

Multi-unit Residential

Elevators

Other Agricultural Land & Improvements

Seasonal Residential

Railway Rights of Way & Pipeline

Mixed Use:

ASSESSMENT TYPE:

Annual

Amended

Supplemental

MUNICIPALITY TYPE:

City

Town

Village

Rural Municipality

Other

INFORMATION FOR MULTIPLE (GROUPED) APPEALS:

Is this property part of a group of appeals that is intended to be heard together? Yes No

Is this property the Lead appeal? Yes No

Roll Number/Assessment ID for the Lead property:

Section 5: Fee Information

*Appeal will be considered received on the date that the appeal fee and the Notice of appeal have both been received.

**Cheque should be payable to 'Minister of Finance'. (See Instruction Guide for calculating the appeal fee.)

Appeal Fee Due:

Payment Details (i.e. Cheque #):

Paid By:

Amount of Cheque:

Mailing Address:

Phone Number on Cheque:

City/Town:

Province:

Postal Code:

Payment Method:

Sent via Mail

Sent via Courier

Delivered in-person to Saskatchewan Municipal Board Office

Notes on payment/delivery: (such as the date fee was mailed or sent by courier)

Section 6: Grounds of Appeal (Attach additional pages if necessary, but follow this format.)

- For appeals of a Board of Revision (BOR) Decision, each ground must describe a specific error allegedly made by the BOR. Include the supporting facts in section b) for each ground.
- For appeals in the first instance (i.e. Direct Appeals, BOR Refusal or Neglect to hear the appeal), each ground must describe a specific error made by the assessor. Include the supporting facts in section b) for each ground.

GROUND 1: Provide the Issue (Ground of Appeal) to the Assessment Appeals Committee.

1a: Information to support and clarify the Ground. (Clear, understandable grounds and supporting information are integral to meaningful appeals.)

1b: Proposed solution relating to the Ground or to the entire appeal to further inform the Committee as to the intent of the Ground

GROUND 2: Provide the Issue (Ground of Appeal) to the Assessment Appeals Committee.

2a: Information to support and clarify the Ground. (Clear, understandable grounds and supporting information are integral to meaningful appeals.)

2b: Proposed solution relating to the Ground or to the entire appeal to further inform the Committee as to the intent of the Ground

GROUND 3: Provide the Issue (Ground of Appeal) to the Assessment Appeals Committee.

3a: Information to support and clarify the Ground. (Clear, understandable grounds and supporting information are integral to meaningful appeals.)

3b: Proposed solution relating to the Ground or to the entire appeal to further inform the Committee as to the intent of the Ground

GROUND 4: Provide the Issue (Ground of Appeal) to the Assessment Appeals Committee.

4a: Information to support and clarify the Ground. (Clear, understandable grounds and supporting information are integral to meaningful appeals.)

4b: Proposed solution relating to the Ground or to the entire appeal to further inform the Committee as to the intent of the Ground

GROUND 5: Provide the Issue (Ground of Appeal) to the Assessment Appeals Committee.

5a: Information to support and clarify the Ground. (Clear, understandable grounds and supporting information are integral to meaningful appeals.)

5b: Proposed solution relating to the Ground or to the entire appeal to further inform the Committee as to the intent of the Ground

Additional Grounds of Appeal: Yes No

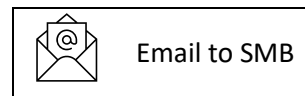
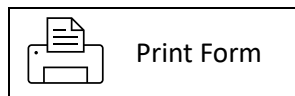
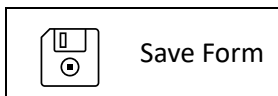
If you have additional grounds of appeal, you may attach supplemental pages to this appeal form. For additional grounds, please continue to follow the same format as above. (i.e. number and state the ground, give supporting facts and proposed solution.)

Section 7: Authorization and Submission

Date submitted:

Authorized by:

Signing this form indicates you have the authority to file this appeal.



Remember to attach the required documents and any supplemental pages. Provide a copy to the respondent.

Saskatchewan Municipal Board is located at #480 – 2151 Scarth Street, Regina, Saskatchewan S4P 2H8
Telephone: 306-787-6221 Email: info@smb.gov.sk.ca Fax: 306-787-1610