NOTICE OF ASSESSMENT APPEAL TO HUMBOLDT BOARD OF REVISION

The Notice of Appeal form and filing fee must be received no later than **August 28, 2017.**
(Please see the reverse side of this form for fee and appeal information).

Appeal No._____ -2017
(Office Use Only)

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

I request the: ☐ **Simplified appeal process** (applies to single family residential property, regardless of the total assessment, or any other property that has a total assessment of $250,000 or less)
☐ **Regular appeal process**

DATE RECEIVED STAMP

(Office Use Only)

I hereby **appeal** against the: *(check beside those which apply)*
_____ Property valuation
_____ Property classification
_____ Exemption
_____ Preparation or content of the assessment roll
_____ Preparation or content of the notice of assessment

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 applicable):	
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:	

If the Appellant is not the owner, what interest does the Appellant have in the property?

_____

Dated this _____ day of _____, 20 ___.

Total Assessed Value under appeal: _____ $_____
(Enclosed Appeal Fee)

_____ _____
(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) 682-2525 or email at assessor@humboldt.ca 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,
Box 640
Humboldt, Sask. S0K 2A0

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 Humboldt).*

The filing fee for your assessment appeal for 2017 is: $250 per Commercial or Railway property
$100 per property for all other property classes

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 any other property that has a total assessment of $250,000 or less.