



## IMPORTANT INFORMATION ABOUT APPEALS

If you have questions about your assessment visit: [Regina.ca](http://Regina.ca) or call the Assessment & Property Revenue Services Department at 306-777-7000. An Assessor can explain your assessment and describe how your property value was determined.

If you still feel there is an error after speaking to an Assessor, you can submit an appeal to the Board of Revision. You may file an appeal if you feel there is an error involving:

- property valuation
- property classification
- exemption
- preparation or content of the Assessment Roll
- preparation or content of your Notice of Assessment

### APPEAL FILING FEE:

- Residential (single family)                      \$ 30/property
- Condominium (residential)                      \$ 30/unit
- All Other Properties:
  - Current Assessed Value of Property Appeal Fee:
    - 0 to 499,999                      \$ 150
    - 500,000 to 1,000,000                      \$ 500
    - 1,000,001 and over                      \$ 750

Appeals must be received by the Secretary of the Board of Revision within **30 days** after the date on which the Notice of Assessment is mailed. Appeals must contain a completed appeal form and your appeal filing fee, which can be paid by cash, cheque, credit or debit. Appeal forms and cheques can be mailed to:

Secretary of the Board of Revision  
15th Floor, City Hall, P.O. Box 1790  
Regina, SK, S4P 3C8

# Notice of Appeal to the Regina Board of Revision

(DEADLINE FOR APPEALS IS Feb. 5, 2024)

To the Secretary of the Board of Revision of the City of Regina, Saskatchewan:

## Section 1:

I request the: \_\_\_\_\_ Simplified appeal process \_\_\_\_\_ Regular appeal process  
(see reverse)

I 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 the following property address:  
Assessed Parcel:

Account Number:

## Section 2:

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

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## Section 3:

In support of these grounds, I hereby state the following material facts to be true and accurate:  
**(Attach extra sheets if necessary.)**

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*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.*

**Section 4:**

I request that the following change(s) be made to the assessment roll (if known): **(Attach extra sheets if necessary.)**

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I have discussed my appeal with \_\_\_\_\_ (Assessor'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.)

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**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.)**

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**Section 5:**

**Appellant's Information:**

Appellant's Name: \_\_\_\_\_ E-mail Address: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ City/Town: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Home Phone #: \_\_\_\_\_ Business Phone #: \_\_\_\_\_ Cell #: \_\_\_\_\_ Fax #: \_\_\_\_\_

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

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**Agent's Information (if applicable):**

Appellant's Name: \_\_\_\_\_ E-mail Address: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ City/Town: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Home Phone #: \_\_\_\_\_ Business Phone #: \_\_\_\_\_ Cell #: \_\_\_\_\_ Fax #: \_\_\_\_\_

**Please list address for service for all appeal correspondence:**

**Mailing Address:** \_\_\_\_\_ **City/Town:** \_\_\_\_\_ **Postal Code:** \_\_\_\_\_

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_

Current Assessed Value under Appeal: \_\_\_\_\_ \$ \_\_\_\_\_  
(Enclosed Appeal Fee)

\_\_\_\_\_  
(Appellant's name - please print)

\_\_\_\_\_  
(Appellant's signature)

\_\_\_\_\_  
(Agent's name - please print)

\_\_\_\_\_  
(Agent's signature)

**\*What is the difference between the regular and simplified appeal process?**

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 your hearing. However, to avoid delays at your hearing, you are encouraged to provide your material to BOTH the Secretary of the Board of Revision and the City Assessor at least 20 days before the date of your hearing. You are eligible for the simplified appeal process if your appeal is for:

- a single family residential property or residential condominium; or
- any property that has a current assessed value assessment of 250,000 or less.

The written material you provide for either process should identify why you feel there is an error in your assessment.