

PROPERTY ASSESSMENT COMPLAINT SAMPLE EVIDENCE PACKAGE

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Introduction

The following information is provided to assist you in clearly communicating your property assessment concern to the Property Assessment Review Panel. The type of evidence you need to submit will vary depending on the grounds of your complaint.

The Panel is not provided with any details regarding your complaint prior to your hearing. This will be the Panel's first opportunity to hear your concerns and examine your evidence.

There are a few key items you may want to include in your evidence package:

- a copy of your letter of complaint
- a copy of a street map showing the location of your property
- pictures of your property
- pictures of comparable properties in the same neighbourhood and information on their assessed value, with documentation showing how this evidence supports your position
- documentation showing sales of comparable properties on or around July 1 of the previous year, and how this supports your position
- any other maps or documentation that you feel will help support your position

Letter of Complaint

Property Assessment Review Panel

- Assessment Roll 00-00-1111-000
- Assessed value too high
- 1568 Bittle St, Lot A, Plan 55698, Section 33 Range 3E, South Lake Land District
- Albert Keith Wimle
- Cloud County, V5B 2W3
- Property Owner

January 12, 2007

I am writing to request a review of my property assessment of the above-noted property. I have lived in Cloud County for 33 years and am very familiar with the types of properties within the community.

The assessment value noted on my assessment notice has increased from \$300,000 to \$550,000 in one year. I have made no changes to the property or the improvements on the land in the 33 years since the house was built. I believe that there has been an error made in the calculation of the assessed value of my property. I have checked the Assessments Online information hosted on the BC Assessment website and it appears that in my community similar properties to my home have assessed values of \$365,000.

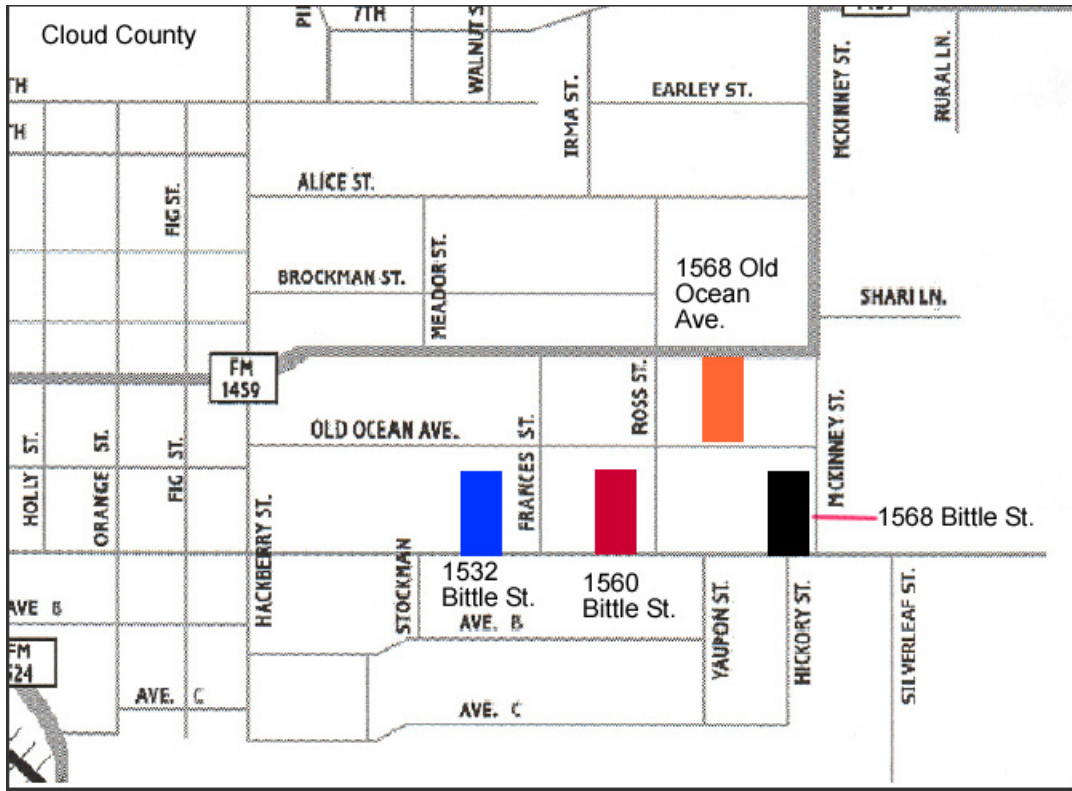
I look forward to receiving my hearing notice and presenting my case before the panel. If you have any questions, you can reach me during the day at (250) 123-4567.

Sincerely,

A. K. Wimle

This sample letter clearly outlines the reason for the complaint (“assessed value too high”), the assessment roll number, and the property description (address and legal description) as stated on the Property Assessment Notice.

Street Map



This sample map identifies the property which is under complaint. It also identifies the properties which the complainant intends to use as comparables.

Good comparable sales will be similar in:

- location
- style and size of buildings and improvement
- lot size
- age of buildings and improvements

Photos of Comparable Properties



Subject Property – 1568 Bittle St.



1560 Bittle St.



1532 Bittle St.



1568 Old Ocean Ave.

Photos of homes which are similar in:

- size,
- location,
- age, and
- type

are examples of evidence which can assist in supporting your position.

Assessments by Address

<u>Address</u>	<u>Assessed Value 2007</u>
1532 Bittle St. (Comparable)	\$365,000
1533 Bittle St.	\$385,000
1534 Bittle St.	\$700,000
1535 Bittle St.	\$436,000
1536 Bittle St.	\$385,000
1537 Bittle St.	\$360,000
1560 Bittle St. (Comparable)	\$365,000
1561 Bittle St.	\$385,000
1562 Bittle St.	\$300,000
1563 Bittle St.	\$385,000
1564 Bittle St.	\$350,000
1565 Bittle St.	\$385,000
1566 Bittle St.	\$300,000
1567 Bittle St.	\$340,000
1568 Bittle St. (subject property)	\$550,000
1569 Bittle St.	\$325,000
1568 Old Ocean Ave. (Comparable)	\$365,000
1569 Old Ocean Ave.	\$375,000
1570 Old Ocean Ave.	\$385,000
1571 Old Ocean Ave.	\$325,000

Assessments by Address and Sales by Address are available on the [BC Assessment website](#) from January until March 15.

This is a good resource for property owners who want to determine if their property assessments are comparable to other similar properties within their neighbourhoods.

Comparable Properties Table

Attributes	My property	House 1	House 2	House 3
Lot size	4,000 m ²	bigger	bigger	same
Topography	flat	same	sloping	swampy
House	3 bdrm rancher	superior	superior	inferior
View	none	none	pastoral	none
Access	quiet road	busy road	quiet road	quiet road
Sold Date/ Value		June 23, 2006 \$450,000		May 25, 2006 \$490,000
Assessed Value	\$550,000	\$365,000	\$365,000	\$365,000

This table is an example of how you can prepare and organize your evidence based on comparable properties.

You should choose examples that closely resemble your property and improvements. If your property is a corner lot with a split-level home, look for properties that are also corner lots and have similarly built homes. If your property has restrictions such as a "right of way" or unusable portions of the property, look for properties that have similar restrictions.

Chose your comparables carefully—while differences between properties can be taken into account by the Panel, it is up to you to show why your property assessment is incorrect.

Please ensure that you can communicate the important points of your position within five to eight minutes.