

Town of Sedgewick

2009 Property Assessment Appeal Form

Property Information: _____ **Tax Roll Number:** _____

Property Address _____ **Assessment Amount** _____

Owner on Assessment Roll _____ **Legal:** Plan _____ Block _____ Lot _____
Sec _____ Twp _____ Rng _____ Mer _____

Complainant Information: You MUST complete the following:

Complainant Name: First _____ Last _____

Mailing Address _____ **Town** _____ **Province** _____ **Postal Code** _____

Telephone _____ **Fax** _____ **Email** _____

Representative Authorization: I hereby authorize the following representative to act on my behalf in all matters regarding this complaint:

Representative Name: First _____ Last _____

Mailing Address _____ **Town** _____ **Province** _____ **Postal Code** _____

Telephone _____ **Fax** _____ **Email** _____

Complaint Details: Check all items that apply to your complaint: Assessment Amount Assessment Class

Reasons: You must explain **why** you think the information shown on the assessment notice is incorrect. Attach additional pages if necessary. You may submit any documentation that supports your claim (pictures, appraisals, purchase agreements, etc.)

Important Notice: Your completed complaint form **must** be received by the Designated Officer at the address below **no later than 4:30pm on the deadline date – June 30, 2009**

**Town of Sedgewick
Box 129
Sedgewick, AB T0B 4C0**

• Your complaint form **must be in writing**. Complaints received without reasons for appeal that do not pertain to assessment will not be filed.

• Your complaint will not be filed if it is not received by the **Designated Officer** within the **proper time**. If mailing, please allow sufficient time to ensure delivery on or before the deadline date.

Complainant's Signature: _____ **Date:** _____

Filing a Complaint

Who can file an appeal?

Only an assessed person or taxpayer of the Town of Sedgewick may file an appeal related to an assessed property within the Town of Sedgewick.

Matters of Appeal

An assessed person may make a complaint about any of the following on your assessment notice:

- Description of the property
- Name and address of assessed person
- The assessment on the property
- The assessment class and/or type of property or improvement
- Whether the property is assessable.

There is no right of appeal against any tax rate. **

Before You File an Appeal

Please consider speaking with the Town of Sedgewick. If your complaint cannot be addressed by the office staff, you will be directed to the contracted assessor

Mr. Gary Barber
Wainwright Assessment Group
780 842 5002

Appeals on Multiple Properties

Any property owner appealing more than one property **MUST** complete an appeal form for each property. Section 460 of the Municipal Government Act sets out requirements to which you must comply.

How to file an appeal

Any property owner who wishes to file an appeal on their assessment may do so in writing in any of the following ways.

- Sending a letter outlining the following
 1. Name and address of property owner
 2. Name and address of representative (if different from owner)
 3. Legal location and address of the appealed property
 4. Contact information (telephone and/or email address)
 5. Reasons for appeal of assessment ** (you may submit supporting documentation)
 6. Signature and Date
- Filling out the Assessment Appeal Form obtained from either the Town office or the Town website

<http://www.sedgewick.ca/Departments/Financeandtaxation.html>

Deadline for Filing an Appeal

Written appeals **MUST** be received by the Town of Sedgewick by 4:30 pm, June 30, 2009. Please plan your mailing accordingly.