



Municipal
Assessment
Agency Inc.

Understanding Your Property Assessment Notice

Toll Free: 1-877-777-2807

Website: www.maa.ca

To view the answer to a question simply click on question

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Why did the value of my property change?

Is the assessment notice you received white or yellow?

If the name or mailing address on my notice of assessment is incorrect what should I do?

Is the notice of assessment I have received in the mail a bill?

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How is property assessed?

Your property assessment is completed by the Municipal Assessment Agency and is based upon actual value. When estimating the property's actual value, the assessor analyzes property sales in the area. They consider characteristics such as size, age, quality, condition, and location that vendors and purchasers consider when establishing a sale price. The real estate market determines the value and the assessor reports it. It is part of the assessor role to ensure similar property types are valued consistently. Ask yourself *"Is the assessment of my property fair in relation to its market value as of January 1, 2008?"*

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Why did the value of my property change?

The most common reason for the change is that the actual value of your property has increased or decreased due to general changes in property values in your community. However, if your property was renovated or a new addition was built, the value of your property may have changed. Please help us ensure your assessment is accurate by providing us with correct information about your property.

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Is the assessment notice you received white or yellow?

- A **white notice** is an annual Assessment Notice as of a new base date Jan 1/2008 for the taxation year 2010
- A **yellow notice** is a Supplementary Notice for the taxation year 2009 due to a change to the property (i.e. size, finishes, outbuildings, etc.)

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If the name or mailing address on my notice of assessment is incorrect what should I do?

You should contact the town in which your property is located and make them aware of the change and they will inform the Municipal Assessment Agency.

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Is the Notice of Assessment I have received in the mail a bill?

No, it is not a bill; the Notice of Assessment is informing you of the total assessed value of your property for taxation purposes.

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How do I appeal my assessment?

If you disagree with the assessed value, you may have it reviewed using the appeal process. On or November 1, 2009 you must file your appeal, using the appropriate section of the assessment notice send it to the Municipal Assessment Agency. You will not be charged to file an assessment appeal at this stage. The appeal letter must include:

- The parcel identification number
- The reason for the appeal
- Your name and contact information
- If you appoint an agent, the agent's name and contact information

For more information regarding the appeal process, please visit the Agency's website, <http://www.maa.ca/Assessment/assess6.asp>

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Will my taxes be affected by a change to my assessment?

Not necessarily. Each municipality sets its own tax rate depending on how much money it needs to support services such as snowclearing, streets, lighting, garbage, etc. The Municipal Assessment Agency determines your assessed value, which is used by your municipality to determine your share of taxes.

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Does the agency visit every property?

Our schedule of field visits is determined by property sales, physical changes, appeals, requests for visits and planned property inspections.

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What can I do if I have additional questions or concerns about my assessment?

A toll free number (**877-777-2807**) is included on your assessment notice. When you contact our office, an assessor will be assigned to you to discuss your property assessment. To assist in the process you should identify your property by the parcel id number indicated on your assessment notice. For additional information, please visit our website at www.maa.ca.

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Roles in the property tax system.

<u>Responsibility</u>		<u>Who is responsible</u>
Property Value	⇒	Assessor
Tax levels	⇒	Local Council
Taxes payable	⇒	Property Owner

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The Appeal Process

Why appeal my assessment?

When you receive your assessment, ask yourself if it is a reasonable estimate of market value as of January 1, 2008. If you feel it is not, contact us. We encourage property owners to contact our office and talk to an assessor prior to appealing. You can call our offices, toll-free, at **1-877-777-2807**.

Is there a time limit to when I can appeal?

You must appeal your assessment within 30 days from the date on your assessment notice. The deadline for the 2010 annual assessment is November 1, 2009.

How do I appeal my Assessment?

To appeal, you must fill out the appropriate section of the assessment notice stating why you are appealing. This notice must be received by the Municipal Assessment Agency within 30 days of the mailing date of your notice.

Does it cost anything to appeal?

You will not be charged to file the initial assessment appeal. There is a fee if you wish to pursue your appeal beyond the initial filing.

Is the appeal fee refundable?

The appeal fee is fully refundable if:

- You withdraw the appeal at least ten days prior to the scheduled hearing and you request your fee be returned; or
- The Assessment Review Commission reduces the assessed value.

What happens to my appeal?

When the Municipal Assessment Agency receives an assessment appeal.

The appeal is assigned to an assessor who will contact you and conduct a review. Upon completion of the review the assessor will notify you of the result in writing. The review may result in an increase, decrease or no change in assessed value.

If you are satisfied with the result of the review, do nothing and the appeal is resolved.

If you are dissatisfied with the result of the review, you must file notice, along with an appeal fee of \$25, to Municipal Assessment Agency. Your appeal will then be scheduled for a hearing at the Assessment Review Commission.

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