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, 2019

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.
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.

Photos of homes which are similar in:

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

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

1560 Bittle St.

1532 Bittle St.

1568 Old Ocean Ave.
An important part of an evidence package is providing similar properties that can be compared to your property. To obtain assessed values for properties in your area, visit the BC Assessment website and use their property assessment search engine that is accessible year round.

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

<table>
<thead>
<tr>
<th>Attributes</th>
<th>My property</th>
<th>House 1</th>
<th>House 2</th>
<th>House 3</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lot size</td>
<td>4,000 m²</td>
<td>bigger</td>
<td>bigger</td>
<td>same</td>
</tr>
<tr>
<td>Topography</td>
<td>flat</td>
<td>same</td>
<td>sloping</td>
<td>swampy</td>
</tr>
<tr>
<td>House</td>
<td>3 bdrm rancher</td>
<td>superior</td>
<td>superior</td>
<td>inferior</td>
</tr>
<tr>
<td>View</td>
<td>none</td>
<td>none</td>
<td>pastoral</td>
<td>none</td>
</tr>
<tr>
<td>Access</td>
<td>quiet road</td>
<td>busy road</td>
<td>quiet road</td>
<td>quiet road</td>
</tr>
<tr>
<td>Sold Date/Value</td>
<td>June 23, 2017</td>
<td>$450,000</td>
<td></td>
<td>May 25, 2018</td>
</tr>
<tr>
<td>Assessed Value</td>
<td>$550,000</td>
<td>$365,000</td>
<td>$365,000</td>
<td>$365,000</td>
</tr>
</tbody>
</table>

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 un-usable 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.