



## PROPERTY ASSESSMENT SERVICE

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### NEW TRIENNAL ASSESSMENT ROLL 2017-2018-2019 FOR THE MUNICIPALITY OF **PONTIAC**

#### INFORMATION AND PROCEDURE REGARDING THE INFORMATION REQUESTS

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- Due to the high number of phone calls received at the assessment service following the tabling of the new assessment roll, we have programmed a voice mailbox. Please call **819-827-0516 extension 2239**.
- When leaving a message, taxpayers are asked to mention the municipality, the registration number or address of the property, their phone numbers and a **brief** message identifying the reasons for the call.
- All calls will be returned within two weeks. When necessary, calls will be returned in the evenings and on weekends.
- If a taxpayer wishes to meet with us, it is recommended to make an appointment by calling **819-827-0516 extension 2239**.
- If a visit of the property is necessary, it will be done in **March of 2017**.
- Should the owner's request be justified, we will propose a new value and furthermore issue a "Notice of Correction Ex Officio".
- If the taxpayer does not agree with the proposed value or if no recommendation is made, we will suggest the taxpayer to fill out a "Request for Assessment Review" **on or before April 30<sup>th</sup>, 2017**:
  - The said form is available at the MRC as well as at your municipality.
  - There is a fee related to the filing of a Request for Assessment Review. The fee should be indicated on your 2017 tax bill. (See Bylaw No. 196-13)
  - The assessor is required to submit his Assessment Review response before September 1<sup>st</sup>, 2017.