



PROPERTY ASSESSMENT SERVICE

NEW TRIENNAL ASSESSMENT ROLL 2020-2021-2022 FOR THE MUNICIPALITY OF **PONTIAC (82030)**

INFORMATION AND PROCEDURE REGARDING THE INFORMATION REQUESTS

- Due to the high number of phone calls received at the assessment service following the tabling of the new assessment roll, we have programed 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 2020**.
- 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 30th, 2020**:
 - 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 2019 tax bill. (See Bylaw No. 196-13)
 - The assessor is required to submit his Assessment Review response before September 1st, 2020.