



ASSESSMENT SERVICE

PONTIAC OWNERS

TIMETABLE AND PROCEDURES

NEW TRIENNAL ASSESSMENT ROLL 2014-2015-2016

ANSWERS TO TAXPAYERS' INFORMATION REQUESTS

- Due to the amount of calls received at the Assessment Department, following the sending of tax accounts, the following voice mailbox has been programmed: **819-827-0516 ext 2239**.
- When leaving a message, taxpayers are asked to leave :
 - registration number or address of their property
 - phone numbers at work and at home
 - 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 weekends.
- If a taxpayer wishes to meet with us, it is suggested to make an appointment by calling: **819-827-0516 ext 2239**.
- If a site visit is necessary, it will be done in March of 2014.
- Should the owner's request be justified, we will propose a value and furthermore fill out 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 that the taxpayer file out a Request for Assessment Review **on or before April 30th, 2014**:
 - The said form is available at the MRC as well as at your municipality.
 - There are costs related to the filing of a Request for Assessment Review.
(See Bylaw No. 111-06)
 - The assessor is required to submit his Assessment Review response before September 1st, 2014.