

PROPERTY ASSESSMENT NOTICE INFORMATION

Payment/Penalty Information

PAYMENT INQUIRIES: Phone: 780.372.3911 Fax 780.372.2335 E-mail: admin@townofbashaw.com Website: www.townofbashaw.com

Methods of Payment:

- **BY MAIL** – Mail cheques to Town of Bashaw, Box 510, Bashaw, AB T0B 0H0. Please note tax roll number on your cheque memo line.
- **MAIL DROP BOX** – There is a drop box at the front door of the Town office at 5011 – 52 Avenue, Bashaw (CHEQUES ONLY–NO CASH).
- **IN PERSON** - at the Town Office by cash, cheque or Interac; during regular business hours.
- **ONLINE OR TELEPHONE BANKING** - via Servus Credit Union, ATB, or RBC institutions. Your roll number is your account number.
- **ONLINE CREDIT CARD** – Credit card payments can be made online through the “*OptionPay*” link on the Town’s website. Please note that there is a service fee (paid to a 3rd party) for using this payment method.
- **E-TRANSFER** – payable to admin@townofbashaw.com – please include your tax roll number as a comment.

TAXES ARE DUE & PAYABLE BY AUGUST 5th REGARDLESS OF ANY ASSESSMENT UNDER COMPLAINT

- A tax payment that is sent by mail is deemed to have been received according to the Canada Post date stamped on the envelope
- A tax payment made through a financial institution is deemed to have been received on the date shown by the institution. (Please allow 2 – 3 business days for payment processing)
- A 12% penalty will be applied on all current taxes remaining unpaid after sixty (60) days from the date of mailing this notice
- All taxes unpaid after December 31 of the current year are deemed to be in arrears and subject to penalty of 12% effective January 1 of the following year.

NOTE:

- Penalties are imposed under the authority of the Town of Bashaw Tax Penalties Bylaw, passed pursuant to the Municipal Government Act.
- Receipts issued in acknowledgement of a cheque or other negotiable instrument shall be valid only when the amount has been collected by the Town of Bashaw. RECEIPTS FOR TAXES AVAILABLE UPON REQUEST. Please contact the Town of Bashaw via phone or email.
- Any property on which the taxes are in arrears is liable to the tax recovery proceedings specified in the Municipal Government Act.
- Where taxes are paid by a mortgage company, the owner is responsible to ensure that the taxes are paid on time.
- An assessment complaint does not exempt you from paying taxes on time or from late payment penalties. If a complaint is successful, the adjustment will be applied to the tax roll. Refund requests must be made in writing.
- Under Section 304(3) of the Municipal Government Act, the assessed person is responsible for notifying the municipality in writing, of the mailing address to which the assessment/tax notices are to be mailed. If your mailing address is incorrect, or if you will be changing your mailing address in the near future, please advise the Town of Bashaw in writing, of your correct mailing address.

School Taxes: Information pertaining to school taxes may be obtained by calling the Government Education Property Tax Line at 310-0000, and then dial 780.422.7125

Assessment/Complaint Information

Assessment/Complaint Inquiries: Town of Bashaw - Phone: 780.372.3911 Fax 780.372.2335 E-mail: admin@townofbashaw.com

Assessor Mailing Address: Municipal Property Consultants (2009) Ltd, A2 – 83 Burnt Park Drive, Red Deer, AB T4P 0J7

Assessor Contact: Phone: 403.309.4190 Email: t.willoughby@mpc2009.com

What if you do not understand or disagree with your assessment?

Pursuant to sections 299 and 300 of the Municipal Government Act, all assessed persons are entitled to see or receive sufficient detail information about your property assessment and/or summary information about comparable properties. To review your assessment details or compare to other properties, please contact the Town of Bashaw or our Assessor. The Municipality will provide requested information within 15 days of receipt.

If, after having discussed your assessment details with an assessor, you are still of the opinion that your assessment is incorrect, you may file a written complaint to the Assessment Review Board. Your complaint must set out in detail the reasons you feel the assessment is incorrect. The Clerk of the Assessment Review Board will schedule a hearing at which you will have the opportunity to present evidence.

What are the steps to file an assessment complaint, to the Assessment Review Board?

1. Each complaint must be set out on a form(s) specified by the Province. Assessment complaint and Agent Authorization forms are available at www.townofbashaw.com under Municipal Services – Assessment or by contacting the Town of Bashaw.
2. The form(s) must be filled out completely, including the reasons for a complaint (Be prepared to present evidence at the hearing)
3. The appropriate fee(s) must accompany the complaint form and made payable to the Town of Bashaw (per roll number)
4. The form(s) must be returned by the deadline specified on the tax notice to:

Town of Bashaw–Clerk of the Assessment Review Board or in Person at: Town of Bashaw
Box 510 5011 – 52 Avenue
Bashaw, Alberta, T0B 0H0 Bashaw, Alberta

Complaints with an incomplete complaint form, submitted after the filing deadline or without the required fee, are invalid.

CATEGORY OF COMPLAINT	COMPLAINT FEE
Residential 3 or fewer dwellings and farmland	\$50.00
Residential 4 or more dwellings, Non Residential	\$650.00

A complete schedule of complaint fees is available at www.townofbashaw.com

If the Assessment Review Board makes a decision in your favour, the complaint fee will be refunded. If you and the assessor have reached an agreement and your assessment has been corrected and your complaint is withdrawn prior to the hearing, the filing fee must be returned to you.

TOWN OFFICE HOURS: Monday to Friday 8:30 a.m. to 4:30 p.m. Closed for lunch from 12:30pm-1:30pm daily.