

March 14, 2025

Dear Property Owner,

RE: 2025 Property Assessment Notice

Enclosed is your 2025 Property Assessment Notice, which will be used to determine your 2025 Property Taxes.

In Saskatchewan, property assessments are updated every four years to reflect changes in market conditions. 2025 is a revaluation year, with assessments updated by the Saskatchewan Assessment Management Agency (SAMA) based on a base date of January 1, 2023.

What Does This Mean for My Property?

Your property's assessed value may have changed due to market conditions as of the January 1, 2023 base date. This may result in an increase or decrease in your property's assessed value, and the total assessed value for the City of Melville will also change. The City will adjust its mill rate to reflect these updated values, which will be used to calculate your taxes.

Please note that a decrease in property value does not necessarily mean lower property taxes. Your individual tax amount will depend on how your property assessment compares to the city's overall average.

School Support

Please verify the school support indicated for your property. School support defaults to the Public School system upon the sale of a property. If you wish to direct your school taxes to the Separate School system, please submit a signed declaration form by May 14, 2025.

Assessment Appeals

If you believe there's an error in your assessment or classification, you may file an appeal. Appeal forms are enclosed and must be filed within 60 days of receiving this notice. The Secretary to the Board of Revision for the City of Melville is Western Municipal Consulting, Box 149, Meota SK S0M 1X0. Appeal forms and fees must be dropped off at City Hall, emailed to cityhall@melville.ca, or mailed to:

Secretary to the Board of Revision

c/o City of Melville
Box 1240, Melville, SK S0A 2P0

Appeal Process:

1. Contact the Tax Assessor or SAMA

For more information on your assessment, contact the Tax Assessor at City Hall (306-728-6840) or SAMA (1-800-498-0576). You can also visit www.sama.sk.ca to view property assessments (fees may apply). The assessment roll is open for public viewing from March 14 to May 14, 2025.

2. File an Appeal

After discussing your assessment, if you wish to appeal your assessment, complete the enclosed appeal form. Ensure all 3 pages are filled out, including:

- Property details (account number is your roll number)
- Specific grounds for appeal
- Date and contact of the person you discussed your assessment with at SAMA
- Your contact information
- Signature and date

Please Note:

- Only property assessments can be appealed, not tax levy rates or mill rates.
- Appeals must be based on specific grounds, not on the belief that taxes are too high.
- Taxes must be paid by the due date, even if you file an appeal. If successful, your account will be adjusted, and the appeal fee will be refunded.

Appeal Fees:

The appeal fee depends on your property's assessed value:

| <u>ASSESSMENT FAIR VALUE</u> | <u>FEE</u> | <u>ASSESSMENT FAIR VALUE</u> | <u>FEE</u> |
|------------------------------|------------|------------------------------|------------|
| up to 199,999 | \$ 200.00 | 1,200,000 - 1,399,999 | \$ 500.00 |
| 200,000 - 399,999 | \$ 250.00 | 1,400,000 - 1,599,999 | \$ 550.00 |
| 400,000 - 599,999 | \$ 300.00 | 1,600,000 - 1,799,999 | \$ 600.00 |
| 600,000 - 799,999 | \$ 350.00 | 1,800,000 - 1,999,999 | \$ 650.00 |
| 800,000 - 999,999 | \$ 400.00 | 2,000,000 - 2,199,999 | \$ 700.00 |
| 1,000,000 - 1,199,999 | \$ 450.00 | 2,200,000 and up | \$ 750.00 |

Appeal fees are refunded if the Board of Revision reduces your assessment. Fees are not refunded if the current assessment is upheld.

3. Submit Your Appeal

Submit your completed appeal form and payment by 4:00 PM on the deadline date specified in your assessment notice. Payments can be made by cheque to "City of Melville" or by credit card (call City Hall at 306-728-6840). Email submissions will only be processed once payment is received.

For more details on the appeals process, refer to the **Assessment Appeals Guide** on our website:

<http://www.melville.ca/p/2025-assessment-roll>.

Sincerely,
City of Melville