



Executive Offices
1537 Hillside Avenue
Victoria, British Columbia
Canada V8T 4Y2

Phone 250 595 6211
Fax 250 370 5018
www.bcassessment.ca

November 02, 2009

Building Owners and Managers Association
Canadian Property Tax Association

Dear members:

Property Value Summaries available in PDF format

This year, property owners and their tax agents may once again request IC&I Property Value Summary reports (PVS) in batches of more than 10 properties. This service will be available after the Preview Roll and again after the Completed Roll.

Request PVS reports by submitting an MS-Excel spreadsheet listing the area, jurisdiction and roll number for the properties for which a PVS is required. See sample file format and additional instructions attached. Send the spreadsheet with your name, address, telephone number and e-mail address to bcacustomer.services@bcassessment.ca. The first time you submit a request you will be sent a user id and password and instructions for picking up the PVS reports from our website. There is no limit on the number of requests that you can make. However, each request must be for at least 10 properties. In the interest of saving time and resources, we would appreciate your grouping your requests wherever possible.

There is no charge for this service, provided the person making the request is the owner or an agent of the owner for the properties for which PVS reports are requested. Please specify in the e-mail accompanying your request if you own or are representing the owner of the properties requested in the spreadsheet. In addition, if you represent the owner, you must certify that you are currently the agent for the owner in respect of every property for which a PVS is requested without charge. For example the certification could be as follows:

I, _____, certify that I am the agent for the owner(s) of the property(ies) identified above.

Signature

Date

If you are acting on behalf of tenants, we can still provide the information to you. Please send us a separate spreadsheet clearly stating that it represents requests from tenants. A fee of \$100 will be charged per PVS. Please note that for non-stratified, multi-tenanted buildings, the PVS will provide the land and improvement values for the entire building or complex.

If your request is received before November 21, we will generate a PVS from both the 2010 Preview Roll and again after the 2010 Completed Roll is run.

Property tax agents and property owners should contact the local assessment office for manual production of PVS reports if:

- you are agents/owners of fewer than 10 properties; or
- a property requested on your spreadsheet did not generate a PVS.

We will be reviewing this procedure and your feedback is appreciated. If you have any comments or questions or comments, please contact bcacustomer.services@bcassessment.ca, or call 1-866-valueBC (1-866-825-8322).

Yours truly,

A handwritten signature in black ink, appearing to read 'H Mercer', written in a cursive style.

Harry Mercer
Vice President Business and Customer Services

Sample Excel Spreadsheet Formats

Note: All fields must be formatted as text

Format 1:

Column A = Area Jurisdiction and Roll Number

	A
1	153124213039006
2	09200014587253060000
3	10301566560150000
4	15216040111000
5	1030513919115
6	0123401040001
7	19214076063
8	0425084303000
9	143262700000183
10	

Or

Format 2:

Column A = Area

Column B = Jurisdiction

Column C = Roll Number From

Column D = Roll Number To (optional)

	A	B	C	D
1	15	312	4213039006	
2	09	200	014587253060000	
3	10	301	566560150000	
4	15	216	040111000	40111500
5	10	305	13919115	
6	01	234	01040001	
7	19	214	076063	
8	04	250	84303000	
9	14	326	2700000183	2700000190
10				

Changes made in response to your feedback:

- We will accept either of the file formats specified above. A mix of formats in the same file is acceptable.
- Any formatting keyed in the Roll Number field will be stripped out.
- The second format allows you to key ranges of roll numbers.
- We have changed the 2009 Assessment Notice so that the Area, Jurisdiction and Roll Number are shown as separate fields at the top right of the Assessment Notice.

Note: If you are using the 2008 Assessment Notice to find the Assessment Roll Number, it is below the office address.

BC Assessment
www.bccassessment.ca

Assessment Roll Number: **1** 15-42-312-4444-3333-6

Parcel ID: **2** 000 000 00000001

City: **3** District of Maple Ridge

2008 Property Assessment

This is your 2008 Property Assessment Notice. **THIS IS NOT A TAX NOTICE.** This provides you with an estimate of your property value, its classification, and your entitlement to exemptions from taxation, if any apply. This information will be used by the provincial government and local governments to calculate your 2008 property taxes.

PROPERTY DESCRIPTION
This is a general description of your property for assessment purposes. *For additional information please contact your assessment office.
1208.87 Two South Lane
Lot 200, Plan 20000, District Lot 267, New Westminster Group
1 Land District
FD-000-000-000

PROPERTY VALUE
The value of your property is determined by local real estate market conditions. It most closely reflects the **ASSESSED VALUE** is BC Assessment's estimate of the market value (most probable selling price) for your property had it been for sale on July 1, 2007. This value typically reflects the physical condition of your property as of October 31, 2007 and relevant information contained in the Land Title and Survey Authority records as of November 30, 2007.

	VALUE	CLASS
LAND	\$229,000	RESIDENTIAL
IMPROVEMENTS	\$188,000	
ASSESSED VALUE	\$417,000	
MARKET VALUE	\$417,000	

ADDITIONAL INFORMATION
This information relates to you and may be of interest to you.

1 → 15-42-312-42130-3900-6

7 Please contact your assessment office for more information.
15-42-312-42130-3900-6

1 → 15-42-312-42130-3900-6

QUESTION CONTACT US
If you have questions about your 2008 Property Assessment, please call your assessment office. During January, offices will be open 9:30 a.m. to 5:00 p.m., Monday through Friday. FOR MORE INFORMATION, SEE THE BACK OF THIS NOTICE.

DEADLINE FOR FILING A COMPLAINT IS JANUARY 31, 2008.
If you disagree with your property assessment, submit the Notice of Complaint (provided form, available at www.bccassessment.ca) by mail. See or deliver your notice in person to your assessment office. **NOTICES IN REQUESTS MUST BE POSTMARKED BY JANUARY 31, 2008.**

BARRY HELZEN
1208.87 WESTCOAST-LANE
MAPLE RIDGE BC, V2X 1S4

On the 2008 Assessment Notice, the Assessment Roll number includes the school district as the second two digits (42 in the example above). Please omit the school district when creating your Excel spreadsheet. As an example, the Assessment Roll Number used in the illustration, is the first row in each of the sample file formats above.