

# ASSESSMENT REVIEW BOARD HEARING PROCESS

**1 RECEIVE ASSESSMENT NOTICE IN THE MAIL**



You have 60 days from the mailing date listed on your notice to file a complaint with the ARB.

**2 CONTACT THE CITY'S ASSESSMENT BUSINESS UNIT**

Call 403-268-2888 if you disagree with your Assessment Notice. Disagreements may be resolved without a hearing with the ARB.



**2**

**3 REGISTER AND FILE A COMPLAINT ONLINE**

Use ePortal at [CalgaryARB.ca](http://CalgaryARB.ca) to register and file a complaint by the deadline if your disagreement is not resolved.



**4 TRACK YOUR COMPLAINT**

Use ePortal to track your complaint and watch your email inbox for an official Notice of Hearing from the ARB.

**4**

**5 PREPARE INFORMATION AND EVIDENCE**

Gather compelling evidence in advance of your hearing. CalgaryARB.ca offers useful information to help you collect relevant documents and upload them to ePortal.



**DISCLOSE EVIDENCE**

Disclose evidence to the ARB using ePortal and separately to the Assessment business unit by the deadlines indicated on your Notice of Hearing. This is another opportunity for you and the assessor to resolve this issue before the scheduled hearing.



**6**

**7 ATTEND YOUR HEARING**



**8 DELIBERATION**

Board will deliberate and render a decision.

**8**

**9 DECISION**

Four to six weeks after the hearing, you will receive an email from the ARB with the written decision to either modify or confirm your assessment. Decisions can also be accessed through ePortal.



Please visit [CalgaryARB.ca](http://CalgaryARB.ca) for more information on the Assessment Review Board and the hearing process.