



What is a withdrawal?

If you decide that you don't want to go ahead with your complaint, then you can file a withdrawal.

There are two kinds of withdrawals:

- A **withdrawal** - if you file a withdrawal then nothing on your assessment notice will change. This means that your assessment amount will stay the same.
- A **withdrawal to correction** - you can file a withdrawal to correction if you've reached an agreement with your assessor. Your assessor will provide you with the form, and will submit it for you. Your assessor can answer any questions you have about a refund, or you can call 311 to speak with Property Assessment Inquiries.

How do I withdraw my complaint?

- Step 1** Fill out the form. You can find the form at www.edmontonarb.ca. Make sure you fill in all of the sections. There is an example of a completed form on the other side of this sheet.
- Step 2** Send the signed form to the Assessment Review Board office. You can send the form by email (assessmentreviewboard@edmonton.ca), fax (780-496-8199), mail or in person (10019—103 Avenue, Edmonton, Alberta, T5J 0G9).
- Step 3** We will withdraw the complaint from our system and your hearing will be cancelled. We will inform the assessor of the cancellation.

Can I withdraw my complaint if the hearing has already started?

Yes, you can withdraw your complaint anytime up until the hearing closes. Sometimes people are able to come to an agreement with the assessor right before the hearing. If that is the case, then you can inform the board that you've reached an agreement and fill out the correct paperwork that day.

Will I get my complaint fee back?

You will get your complaint fee back if you file a withdrawal to correction. You will not receive your complaint fee back if you file a withdrawal.

Sample Withdrawal Form



**EDMONTON
TRIBUNALS**
Assessment
Review Board

Withdrawal Request

Person Requesting Withdrawal

Name (Last) Smith	Name (First) Jane	(Initial) L.	
Address 12345 Fake Road NW	City Edmonton	Province AB	Postal Code T1A 2B3
Telephone (780) 123-4567	Fax	Email jsmith@fakeemail.ca	

You can find all of this information on your assessment notice.

You must check off the box that applies to you. If you are not the Complainant or their lawyer, then you must attach a signed agent authorization form to this form, or the complaint will not be withdrawn.

Capacity to Act

<input checked="" type="checkbox"/> Complainant	<input type="checkbox"/> Other (consent of complainant attached)
<input type="checkbox"/> Agent Representing the Complainant	<input type="checkbox"/> Respondent Municipality

Property under Complaint

Property Owner/Business Name Jane Smith	Hearing Date (if Scheduled) May 27, 2016
Tax Roll Account 1234567	Municipal Address or Legal Description 12345 Fake Road NW

You can find the date on the Notice of Hearing document that we send out after receiving your complaint. If you have not received this Notice, then your hearing is not scheduled and you can leave this space blank.

Check only ONE of the following that applies to your withdrawal:

<input checked="" type="checkbox"/> Annual Assessment	<input type="checkbox"/> Supplementary Assessment
<input type="checkbox"/> Amended Annual Assessment	<input type="checkbox"/> Revised Supplementary Assessment

You must indicate the assessment year and amount. You can get this information from your assessment notice.

I hereby withdraw my complaint concerning the (insert year here) 2016 assessment of property designated by the above roll number, and agree the assessment will be in the amount of \$ 597,000 as shown on the current assessment notice.

J. Smith
Signature

March 2, 2016

Date

This personal information is being collected under the authority of the *Freedom of Information and Protection of Privacy Act*, R.S.A. 2000, c. F-25, s. 33(c), and will be used for administrative purposes and to process your complaint. Personal information collected is protected by the privacy provisions of the Act. If you have any questions about the collection, use or disclosure of this personal information, contact the Director, Tribunals, Churchill Building, 10019-103 Avenue, Edmonton, AB T5J 0G9.