



Municipal Assessment Agency Inc.



REQUEST FOR PROPOSALS

PRINTING SERVICES

Reference #MAA-08222024

Issue Date: August 22, 2024

Response Deadline: September 20, 2024 at 4:00 p.m. (NST Time)

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SECTION 1 – INSTRUCTIONS TO BIDDERS

1.1 BACKGROUND

The Municipal Assessment Agency (“the Agency”) is a professional organization meeting the property assessment and valuation needs of their clients in an effective and cost-efficient manner. As a crown-owned corporation, it is governed by a representative Board of Directors.

The Agency is responsible for operating within the **Assessment Act, 2006**. Clients of the Agency are the municipalities throughout the Province, excluding the City of St. John’s, that have a property tax system. The Agency is legislated to deliver assessment notices to these property owners. There are approximately 240,000 properties assessed by the Agency in Newfoundland and Labrador. The assessment rolls are used by municipalities for operational purposes. There are approximately 236 municipal clients of the Agency.

1.2 INTENT

The Municipal Assessment Agency (“the Agency”) is seeking bids from printing service providers to provide required services for the next three years. This includes the supply of paper and envelopes, printing and bindery devices, transportation services, and mail induction services. The purpose is to deliver assessment notices to the owners and business tenants of real property serviced by the Agency for municipal clients. Municipal clients would receive the assessment roll following each production of assessment notices.

The Agency hereby invites bidders to this Request for Proposals for the supply of printing and distribution of assessment notices and rolls. The successful bidder would enter a three (3) year contract with the Agency with the option to extend for an additional one (1) year with the same terms and conditions.

1.3 AMENDMENT OR CANCELLATION

- 1.3.1. No amendments will be issued less than five (5) days prior to the closing date of the Open Call for Bids. Bidders are responsible for ensuring they have received all Open Call for Bids Amendments and are advised to check the Government of Newfoundland and Labrador's online procurement service provider website for Open Call for Bids Amendments before submitting their bids.
- 1.3.2. This RFP may be cancelled in whole or in part at any time at the sole discretion of the Agency. Any such cancellation shall be without penalty or cost to the Agency.

1.4 RFP CLOSING AND DELIVERY

- 1.4.1. Bids must be received on or before the exact closing time and date indicated in the advertisement. BIDS RECEIVED AFTER THAT TIME WILL NOT BE CONSIDERED OR OPENED. The Responder may submit a response by mail. This response must include one (1) hard copy of their response and related documentation. A USB drive with a copy of the response and supporting documentation must also be included.
- 1.4.2. Alternatively, the Responder may submit a response by email. This response must include a .PDF file of their response and related documentation.
- 1.4.3. Responses are being accepted by any of the following methods:
 1. **Mail:** Must be in a sealed envelope clearly marked with the name and mailing address of the Bidder, and shall be addressed to:

MAA RFP (Reference #MAA-08222024)

Kelly Smith
Director of Corporate Services
Municipal Assessment Agency
75 O'Leary Avenue
St. John's, NL A1B 2C9

- One (1) hard copy of their response and related documentation.
- A USB drive with a copy of the response and supporting documentation must also be included.

2. **Email:** kellysmith@maa.ca

Bidders will receive a confirmation email once your response is received.

Bids must be received before 4:00 p.m. NST on September 20, 2024 (the **Closing Date**) at the address noted above.

1.5 QUESTIONS AND CLARIFICATIONS

- 1.5.1. All inquiries related to this RFP must be directed via email to Kelly Smith, Director of Corporate Services, at the following email address: kellysmith@maa.ca. Inquiries must be received no later than September 17, 2024, to allow sufficient response time from the Agency, otherwise a response cannot be guaranteed.
- 1.5.2. All questions must include the Bidder's name and address, contact person's name, telephone number, and email address, and must identify the specific section and page number of the RFP in question.
- 1.5.3. To the extent that the Agency considers that the response to a question may assist in the preparation of proposals by other Bidders, an addendum will be issued, which will form part of this RFP. The Agency

may not answer a question where it considers the information requested is not required to prepare a response to this RFP, or where the answer to the question posed may be found in this RFP.

- 1.5.4. The Agency reserves the right in its sole discretion to clarify any response after the Closing Date by seeking further information from that Bidder, without becoming obligated to clarify or seek further information from any or all other Bidders. However, Responders are cautioned that any clarifications sought will not be an opportunity to correct or amend the response in any substantive manner.

1.6 TERMS AND CONDITIONS

- 1.6.1. Bidders shall not use the Agency's name or logo or make reference to this RFP in any advertising copy or other promotional materials or messages without the Agency's prior written consent.
- 1.6.2. Bidders are solely responsible for the costs of, and for obtaining all information necessary for, the preparation of their responses. Responses must remain open and irrevocable for the period of ninety (90) days from the closing date.
- 1.6.3. The Agency makes no representation, warranty, or guarantee as to the accuracy of the information contained in this RFP, any amendments, or addenda. Any quantities shown, data, or opinion contained in this RFP, or any amendments or addenda, are estimates only and are for the sole purpose of indicating to Bidders the general scale and scope of work that may be required.
- 1.6.4. The Agency reserves the right to reject any and all proposals received in response to this RFP. Reasons for rejection may include, but are not limited to, the following:

- i. Responses received after the closing date;
- ii. Incomplete responses;
- iii. Responses containing qualifications or conditions added by the Responder that are unacceptable to the Agency in its sole discretion;
- iv. Responses which do not meet the requirements specified in this RFP.

1.7 NO CLAIMS BY RESPONDER

1.7.1. The Bidder, by participating in the process outlined in this RFP document, consents to the procedures as described in this RFP.

1.7.2. The Bidder acknowledges and agrees that the Agency will not be liable to any Bidder for any claims, direct or indirect, whether for costs, expenses, losses or damages, or loss of anticipated profits, or for any other matter whatsoever incurred by the Bidder in preparing and providing a response, and/or negotiations with the Agency, if any; and/or due to the Agency not accepting or rejecting any response; and/or due to the Agency cancelling this RFP without award.

1.8 TERM

The lease will be required for a three (3) year period commencing November 1, 2024, with the option to extend one (1) time for an additional one (1) year period on the same terms and conditions.

SECTION 2 – MANDATORY REQUIREMENTS

Bids that fail to meet the following mandatory requirements will be immediately disqualified.

2.1 NOTICE AND ROLL DELIVERY

- 2.1.1. The Agency is legislated to notify property owners of their assessed value. This is completed in June annually, which initiates the legislated 60 day appeal period. Annual notices (approximately 240,000) are scheduled to be mailed on the first Monday of June each year. It is mandatory that the service provider meet the scheduled date as it is related to the beginning of the legislated appeal period. Notices must not be mailed before or after the scheduled mail date. Notices can be mailed at any time on the scheduled mail date between 12:01 a.m. – 11:59 p.m. of that date. Once the notices are mailed, the service provider must provide to the Agency a Notice of Mailing from Canada Post.
- 2.1.2. All notices are to be mailed on the same date and from a Newfoundland and Labrador post office. The service provider must provide the Agency with a daily status report identifying printing progress. The format of the report is to be mutually agreed to by the service provider and the Agency.
- 2.1.3. Furthermore, municipalities are to be provided with at least two Annual Rolls of all properties within its boundary. Extra rolls may need to be printed and bound at indeterminate dates throughout the year. The rolls must be received by the municipality one week to the mail date of the notices.

2.2 CANADA POST INCENTIVE LETTER MAIL

- 2.2.1. The service provider must prepare the assessment notices for delivery to the post office according to the requirements of Canada Post. Annual Rolls may also be sent via Canada Post but it may be necessary to send some Annual Rolls by another means, such as courier. All steps and procedures must be followed to ensure the Agency receives the best incentive letter mail rate from Canada Post.

2.2.2. The service provider must, at the request of the Agency, perform address accuracy checks up to six times during one calendar year at no additional cost. The service provider must be able to correct urban mailing addresses to meet a Canada Post approved correction and validation program to receive this preferred rate. The Agency would be provided their files of corrected addresses, valid addresses and invalid addresses. Address information must be formatted and printed to meet Canada Post Corporation's most recent specifications.

2.3 ENVELOPES AND PACKAGING

2.3.1. The service provider must supply the appropriate number of #10 single window envelopes for single notices and the appropriate size for multiple notices, when applicable. The vendor must also supply appropriate packaging material for the finished mail pieces, which will require parcel delivery. Notices must be enveloped in such a way to ensure the lowest possible postal costs are incurred. All postage charges will be invoiced to the Agency with no markup.

2.3.2. Each envelope must be imprinted with "Indicia" in the proper location stating the Agency's account number allowing the Agency to receive the best possible postage rates from Canada Post.

2.3.3. The "Return Address" and logo must be that of the Agency and must appear in the proper position on each envelope. The Agency logo will be printed with the Agency colors. The imprint of the service provider must not appear under any circumstances on any goods or materials unless specifically ordered by the Agency. Noncompliance entitles the Agency either to reject the goods or materials and to terminate the Agreement or to reject the goods or materials and require the service provider to promptly replace the goods or materials at the expense of the service provider. Please see Appendix A for the sample Envelope.

2.4 PRINTING OF NOTICES AND ANNUAL ROLLS

- 2.4.1. The Agency will provide the service provider with a PDF file that contains notices, which the service provider will be required to print.
- 2.4.2. The service provider will use the most efficient way to print colour statements.
- 2.4.3. The notice files will be provided to the service provider a minimum of 10 business days prior to the notice mail date.
- 2.4.4. The service provider will be required to perform all printing and mailing services within that time frame.
- 2.4.5. The service provider must be able to reproduce this design to exact specifications, including color. Please see Appendix B for the sample Current Annual Notice Design.
- 2.4.6. The Agency will also provide the service provider with the annual rolls in a .PDF file. The service provider must be able to print at least two rolls for each municipality and mail the roll, along with a letter in .PDF format provided by the Agency, to the respective municipality.
- 2.4.7. The service provider must be able to reproduce the rolls to exact specifications.

2.5 TESTING OF DATA

- 2.5.1. The Agency will provide the service provider with test notice files when changes are made to the notice and for annual notice production on a specified date. Following, the service provider must provide the printed forms from the test files to the Agency for verification and sign off by a

specified date (dates to be determined through discussion with the Agency and the successful bidder). The Agency must approve the test results before the service provider can proceed.

2.5.2. The service provider must return the test files to the Agency and guarantee that all test files will be erased/destroyed by the service provider. Both of these activities will occur prior to the Agency releasing production files.

2.6 BINDING OF ANNUAL ROLLS

The annual rolls vary in thickness and some may be very large. Each municipality is to receive two copies of their annual roll. A few municipalities will require more than two copies. Binding must be sturdy enough so that it doesn't separate after repeated use. If any separation does occur, the service provider is required to immediately replace it at its own expense.

2.7 QUALITY ASSURANCE

The Agency requires that the service provider develop a Quality Assurance Plan. The Agency staff may visit the service provider's operations (and/or subcontractor's operations) during production of components of this project to monitor the Quality Assurance Plan. Each bidder to this RFP must provide a detailed Quality Assurance plan to this mail-out project.

2.8 REPORTING REQUIREMENTS

It is the requirement of the Agency that the following reports be completed and provided to the Agency by the successful vendor:

- i) Total number of notices
- ii) Total cost of postage
- iii) Notice of Mailing from Canada Post

2.9 DOUBLE SIDED PRINTING

The service provider must have the capability of double-sided printing.

2.10 NOTICES PER OWNER

Typically, each finished mail piece will consist of one single notice or two Annual Rolls. These represent the majority of mailed out items. Multiple notices pertain to those individuals/businesses who own more than one property. These notices will be batched so the owner receives one finished mail piece. The Agency will identify and group these notices by way of an “Owner Code” assignment. For those municipalities requiring more than two copies of the Annual Roll, the Agency will identify these along with the number required.

2.11 SUPPLEMENTARY NOTICES AND ROLLS

Bi-annually, the Agency prints and mails supplementary notices to owners of real property serviced by the municipal clients of the Agency. The number of notices per print can range from approximately 1,000 to 5,000. The service provider must follow the same procedures for the bi-annual supplemental notice as the annual notice. The bi-annual supplemental notices are printed on different color paper than the annual notice. Currently, yellow buff paper is used for supplemental notices. Please see Appendix C for the sample current Supplemental Notice and Appendix D for the sample Revised Notice.

SECTION 3 – DESIRABLE REQUIREMENTS

The following are desirable requirements for the Agency and will be taken into consideration when evaluating tenders:

3.1 ALTERNATIVES

3.1.1. Bidders are invited to submit alternatives, addressing in detail any

opportunities to enhance the mail-out process, generate efficiencies, and generate postal cost savings while meeting all of the Agency's mandatory requirements and preferences.

- 3.1.2. Pricing should reflect as many optional ideas and suggestions as the bidder sees appropriate. Each idea or suggestion should be clearly defined and individually priced. Prices should also be separated by fixed costs and those that can be associated with the number of notices produced.

SECTION 4 – RESPONSIBILITIES OF THE AGENCY

4.1 CONTRACT ADMINISTRATOR

The Agency will identify to the bidder a contact employee who will:

- A) Be the contact for all communications with the vendor.
- B) Periodically meet with the bidder to monitor the progress of the project.
- C) Work with the vendor to identify potential problems early and possible solutions.
- D) Ensure the Agency meets all of its time frames.
- E) Any problems or concerns must be identified to this person immediately.

SECTION 5 – KEY DATES AND SUBMISSION INFORMATION

5.1 KEY DATES

The timetable for this Open Call for Bids is as follows:

- | | |
|--|--------------------|
| 1. Request released to bidders | August 22, 2024 |
| 2. Bids to be received by | September 20, 2024 |
| 3. Short-listed bidder presentations, if necessary | September 24, 2024 |
| 4. Notification to successful bidder: | October 4, 2024 |
| 5. Official notification: | October 7, 2024 |

5.2 TECHNICAL CONTACT

Chris Young
Senior Systems Analyst
Municipal Assessment Agency
Telephone: (709) 685-9259
E-mail: cyoung@maa.ca

5.3 FIRM CONTACT

Each bid should include the name, title, email address, and telephone number of one individual who may be contacted in the event further clarification of the bid is required.

5.4 FEES

All fees for each service outlined in the bid must be clearly identified. Where no fee or charge is quoted, it will be assumed that any fee or charge is included elsewhere in the bid.

SECTION 6 – EVALUATION

6.1 EVALUATION PROCESS

6.1.1. The Agency will evaluate each bid on the basis of the ability to meet the specified requirements, bidder's experience, and overall costs to the Agency.

6.1.2. The objective is to select a bidder who offers the most cost effective or best value, based on criteria and features that best meet the Agency's requirements.

6.1.3. Please note that bids which fail to meet "Mandatory Requirements" will be immediately disqualified.

6.2 EVALUATED SCORE

It is the intention of the Agency to award the contract to the bidder with the highest evaluated score, which complies with the criteria set out in this RFP.

6.3 TOTAL COST

Bidders will be evaluated on the basis of total cost to the Agency in which the bidder is able to provide the required services as stated in this RFP.

6.4 ACCEPTANCE NOTIFICATION

A written notification of acceptance will be provided by the Agency to the successful bidder.

6.5 COMPLETENESS OF THE RESPONSE TO THE REQUEST FOR PROPOSALS

All vendors' responses will be reviewed to determine how completely they address each of the relevant points in the RFP.

6.6 INTERVIEW

An interview of bidders may be scheduled after an initial evaluation to verify qualifications or skills and to determine the bidder's suitability to meet the requirements of this Request for Proposals. Overall bid scoring may be adjusted as a result of any such interview.

6.7 CRITERIA

The following criteria will be used to evaluate all potential candidates:

<u>Criteria</u>	<u>Weighting</u>
Fees	40
Resources and experience	30
Methodology/Approach	15
Bid and, if necessary, presentation	15

APPENDIX A — SAMPLE ENVELOPE

Pictured below is a sample #10 single window envelope for single notices.

*Please refer to Section 2.3 – Envelopes and Packaging for complete scale and details.



Municipal
Assessment
Agency Inc.

Municipal Assessment Agency Inc.
75 O'Leary Ave.
St. John's, NL
A1B 2C9



APPENDIX B — SAMPLE CURRENT ANNUAL NOTICE DESIGN



Municipal
Assessment
Agency Inc.

Property Assessment Notice

June 3, 2024

2025 Tax Year

In accordance with the Assessment Act, 2006, this assessment notice is an estimate of the actual value of the real property as of January 1, 2024.

9999
DOE, JOHN
10 SOME ROAD
SOMETOWN NL, H0H 0H0

9999p1

Name/Address Correction

1	Parcel ID:	999901
	Property Address:	7 SOME ROAD
	Municipality:	SOMETOWN

THIS IS NOT A TAX BILL
Tax Bills are Issued by your Municipality

2	2025 Assessed Value	
	NON-TAXABLE	\$0
	TAXABLE	\$160,600
	BUSINESS TENANT	\$0
<p>The 2025 assessment is based on the values as of January 1, 2024. This is the value your municipality will use to calculate your 2025 property taxes.</p>		

3 APPEAL DEADLINE
If you wish to appeal your assessment, your appeal must include the appeal fee of \$25 and be received or postmarked no later than August 2, 2024. The appeal process and form is on the reverse side.

4 REQUEST FOR REVIEW
You can request a file review of your assessment at any time, without charge. Call us, toll free, at 1-877-777-2807 and ask to speak to the assessor for your area. The assessor will review the file with you and determine if a site visit is needed.

5 Questions?
Call us at 1-877-777-2807 or visit our website, www.maa.ca.

If the name or address on this notice is incorrect, complete the name/address correction section on the shaded area above and return the document to MUNICIPAL ASSESSMENT AGENCY, 75 O'LEARY AVENUE, ST. JOHN'S NL A1B 2C9

factsheet

Understanding your Assessment



Who does the Assessment?

Your property assessment is completed by the Municipal Assessment Agency who provides professional, independent property assessments throughout Newfoundland and Labrador in accordance with the Assessment Act, 2008.

Does the Agency visit every property?

No. Our schedule of field visits is determined by property sales, physical changes, requests for visits and planned property inspections. To request a property visit, please contact the Agency by telephone at 1-877-777-2807.

Should I Appeal?

- Do you feel the value of your property is assessed fairly?
- Most concerns are resolved without a hearing.
- Discuss your concerns with an assessor. If you call 1-877-777-2807, one of our assessors can discuss your file and how the value was determined.
- Visit our website at www.maa.ca/search to obtain assessment information on properties in your area to compare properties of similar value.
- You can obtain a parcel summary report of your property by calling 1-877-777-2807.
- The deadline for appeal is **August 2, 2024**. Late appeals can not be accepted.

How is property assessed?

Property is assessed at actual value¹ in accordance with the Assessment Act, 2008. Your assessment is determined by the market value as of the base date, January 1, 2024. When estimating the market value, the assessor analyzes property sales in the area and characteristics such as size, age, quality, condition, and location that vendors and purchasers consider when establishing a sale price.

¹ Actual value means that being the market value of the fee simple² interest in the real property.

² Fee simple is absolute ownership unencumbered by any other interest or estate, subject only to limitations imposed by the governmental powers of taxation inherent domain, police power, and escheat (reference: Appraisal Institute of Canada).

Appeal Process

If you wish to appeal this assessment, follow these steps:

1. Visit us online at maa.ca/propertyappeal. You will need a valid credit card for the online option; OR
2. Mail this form. You will need to include a cheque or money order, payable to Municipal Assessment Agency, for the appeal fee of \$25. Mail the Notice of Appeal to:

MUNICIPAL ASSESSMENT AGENCY
75 O'LEARY AVENUE
ST. JOHN'S NL A1B 2C9
3. Appeals must be received or postmarked no later than August 2, 2024.
4. Upon receipt of your appeal, an assessor will review the property file and may contact you to discuss. A property inspection may also be required.
5. The review results will be communicated to you by mail/email and will include instructions if you wish to request a hearing. More information can be found on our website www.maa.ca.

This appeal is made on the following grounds:

Signature: _____
 Phone (Res): _____
 Cell: _____

Notice of Appeal Form


Appeal Deadline Date: **August 2, 2024**

I hereby appeal against the 2025 Tax Year Assessment of:

Parcel ID: 999901
 Owner: DOE, JOHN
 Property Address: 7 SOME ROAD
 Municipality: SOMETOWN
 Municipality Number: 9999
 Non-Taxable: \$0
 Taxable: \$150,600
 Business Tenant: \$0
 Property Code: 1001

Date: _____
 (Bus): _____
 Email: _____

APPENDIX C — SAMPLE CURRENT SUPPLEMENTAL NOTICE



Property Assessment Notice

2025 Tax Year - Supplemental

June 3, 2024

Municipal Assessment Agency Inc.

In accordance with the Assessment Act, 2006, this assessment notice is an estimate of the actual value of the real property as of January 1, 2024.

<p>9999 DOE, JOHN 10 SOME ROAD SOMETOWN NL R0R 0R0</p>	<p>999903</p>	<p style="text-align: center; margin-top: 0;">Name/Address Correction</p> <div style="border: 1px solid #ccc; height: 100px; width: 100%;"></div>
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1	<p>Parcel ID: 999903 Property Address: 7 SOME ROAD Municipality: SOMETOWN</p>	<p>THIS IS NOT A TAX BILL Tax Bills are issued by your Municipality</p>
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2	<p>2025 Assessed Value</p> <table style="margin: auto; border-collapse: collapse;"> <tr> <td style="padding: 2px 10px;">NON-TAXABLE</td> <td style="padding: 2px 10px; text-align: right;">\$0</td> </tr> <tr> <td style="padding: 2px 10px;">TAXABLE</td> <td style="padding: 2px 10px; text-align: right;">\$160,600</td> </tr> <tr> <td style="padding: 2px 10px;">BUSINESS TENANT</td> <td style="padding: 2px 10px; text-align: right;">\$0</td> </tr> </table> <p style="font-size: small; margin-top: 10px;">The 2025 assessment is based on the values as of January 1, 2024. This is the value your municipality will use to calculate your 2025 property taxes.</p>	NON-TAXABLE	\$0	TAXABLE	\$160,600	BUSINESS TENANT	\$0
NON-TAXABLE	\$0						
TAXABLE	\$160,600						
BUSINESS TENANT	\$0						

3	<p>APPEAL DEADLINE If you wish to appeal your assessment, your appeal must include the appeal fee of \$25 and be received or postmarked no later than August 2, 2024. The appeal process and form is on the reverse side.</p>
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4	<p>REQUEST FOR REVIEW You can request a file review of your assessment at any time, without charge. Call us, toll free, at 1-877-777-2807 and ask to speak to the assessor for your area. The assessor will review the file with you and determine if a site visit is needed.</p>
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5	<p>Questions? Call us at 1-877-777-2807 or visit our website, www.maa.ca.</p>
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If the name or address on this notice is incorrect, complete the name/address correction section on the shaded area above and return the document to MUNICIPAL ASSESSMENT AGENCY, 75 O'LEARY AVENUE, ST. JOHN'S NL A1B 2C9

factsheet

Understanding your Assessment



Who does the Assessment?

Your property assessment is completed by the Municipal Assessment Agency who provides professional, independent property assessments throughout Newfoundland and Labrador in accordance with the Assessment Act, 2006.

What is a supplemental assessment?

A supplemental assessment is required when there is a change in a property value due to new construction, renovations, extensions, corrections to value, etc.

This supplemental assessment notice replaces any previous assessment notice for the indicated tax year.

Who do I contact if I have any questions or concerns about my assessment?

The Municipal Assessment Agency. A toll free number (1-877-777-2807) is included on your assessment notice. When you contact our office, an assessor will be assigned to you to discuss your property assessment. To assist in the process you should identify your property by Parcel ID number indicated on your assessment notice. For additional information please feel free to check out our website at www.maa.ca.

Does the Agency visit every property?

No. Our schedule of field visits is determined by property sales, physical changes, requests for visits and planned property inspections. To request a property visit, please contact the Agency by telephone at 1-877-777-2807.

How is property assessed?

Property is assessed at actual value¹ in accordance with the Assessment Act, 2006. Your assessment is determined by the market value as of the base date, January 1, 2024. When estimating the market value, the assessor analyzes property sales in the area and characteristics such as size, age, quality, condition, and location that vendors and purchasers consider when establishing a sale price.

¹ Actual value means that being the market value of the fee simple² interest in the real property.

² Fee simple is absolute ownership unencumbered by any other interest or estate, subject only to limitations imposed by the governmental powers of taxation eminent domain, police power, and excheat (reference: Appraisal Institute of Canada).

Appeal Process

If you wish to appeal this assessment, follow these steps:

1. Visit us online at maa.ca/propertyappeal. You will need a valid credit card for the online option; OR
2. Mail this form. You will need to include a cheque or money order, payable to Municipal Assessment Agency, for the appeal fee of \$25. Mail the Notice of Appeal to:

MUNICIPAL ASSESSMENT AGENCY
75 O'LEARY AVENUE
ST. JOHN'S NL A1B 2C9

3. Appeals must be received or postmarked no later than **August 2, 2024**.
4. Upon receipt of your appeal, an assessor will review the property file and may contact you to discuss. A property inspection may also be required.
5. The review results will be communicated to you by mail/email and will include instructions if you wish to request a hearing. More information can be found on our website www.maa.ca.

This appeal is made on the following grounds:

Signature: _____

Date: _____

Phone (Res): _____

(Bus): _____

Cell: _____

Email: _____


Notice of Appeal Form

Appeal Deadline Date: August 2, 2024

I hereby appeal against the 2025 Tax Year Assessment of:

Parcel ID:	999903
Owner:	DOE, JOHN
Property Address:	7 SOME ROAD
Municipality:	SOMETOWN
Municipality Number:	9999
Non-Taxable:	\$0
Taxable:	\$160,600
Business Tenant:	\$0
Property Code:	1001

APPENDIX D — SAMPLE REVISED NOTICE



Property Assessment Notice

2025 Tax Year - Revised

June 3, 2024

Municipal Assessment Agency Inc.

In accordance with the Assessment Act, 2006, this assessment notice is an estimate of the actual value of the real property as of January 1, 2024.

Name/Address Correction

9999		999904	
DOE, JOHN			
10 SOME ROAD			
SOMETOWN NL H0H 0H0			

1	Parcel ID: 999904		THIS IS NOT A TAX BILL
	Property Address: 7 SOME ROAD		Tax Bills are issued by your Municipality
	Municipality: SOMETOWN		

2	<p>2025 Assessed Value</p> <table border="0" style="width: 100%; margin: 0 auto;"> <tr> <td style="padding-right: 40px;">NON-TAXABLE</td> <td style="text-align: right;">\$0</td> </tr> <tr> <td>TAXABLE</td> <td style="text-align: right;">\$160,600</td> </tr> <tr> <td>BUSINESS TENANT</td> <td style="text-align: right;">\$0</td> </tr> </table> <p style="font-size: small; margin-top: 10px;">The 2025 assessment is based on the values as of January 1, 2024. This is the value your municipality will use to calculate your 2025 property taxes.</p>	NON-TAXABLE	\$0	TAXABLE	\$160,600	BUSINESS TENANT	\$0
NON-TAXABLE	\$0						
TAXABLE	\$160,600						
BUSINESS TENANT	\$0						

3	<p>APPEAL DEADLINE</p> <p>If you wish to appeal your assessment, your appeal must include the appeal fee of \$25 and be received or postmarked no later than August 2, 2024. The appeal process and form is on the reverse side.</p>
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4	<p>REQUEST FOR REVIEW</p> <p>You can request a file review of your assessment at any time, without charge. Call us, toll free, at 1-877-777-2807 and ask to speak to the assessor for your area. The assessor will review the file with you and determine if a site visit is needed.</p>
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5	<p>Questions?</p> <p>Call us at 1-877-777-2807 or visit our website, www.maa.ca.</p>
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If the name or address on this notice is incorrect, complete the name/address correction section on the shaded area above and return the document to MUNICIPAL ASSESSMENT AGENCY, 75 O'LEARY AVENUE, ST. JOHN'S NL A1B 2C9

factsheet

Understanding your Assessment



Who does the Assessment?

Your property assessment is completed by the Municipal Assessment Agency who provides professional, independent property assessments throughout Newfoundland and Labrador in accordance with the Assessment Act, 2006.

What is a revised assessment?

A revised assessment is required when there is an error or omission in an assessment.

This revised assessment notice replaces any previous assessment notice for the indicated year.

Who do I contact if I have any questions or concerns about my assessment?

The Municipal Assessment Agency. A toll free number (1-877-777-2807) is included on your assessment notice. When you contact our office, an assessor will be assigned to you to discuss your property assessment. To assist in the process you should identify your property by Parcel ID number indicated on your assessment notice. For additional information please feel free to check out our website at www.maa.ca.

Does the Agency visit every property?

No. Our schedule of field visits is determined by property sales, physical changes, requests for visits and planned property inspections. To request a property visit, please contact the Agency by telephone at 1-877-777-2807.

How is property assessed?

Property is assessed at actual value¹ in accordance with the Assessment Act, 2006. Your assessment is determined by the market value as of the base date, January 1, 2024. When estimating the market value, the assessor analyzes property sales in the area and characteristics such as size, age, quality, condition, and location that vendors and purchasers consider when establishing a sale price.

¹ Actual value means that being the market value of the fee simple² interest in the real property.

² Fee simple is absolute ownership unencumbered by any other interest or estate, subject only to limitations imposed by the governmental powers of taxation eminent domain, police power, and escheat (reference: Appraisal Institute of Canada).

Appeal Process

If you wish to appeal this assessment, follow these steps:

1. Visit us online at maa.ca/propertyappeal. You will need a valid credit card for the online option; OR
2. Mail this form. You will need to include a cheque or money order, payable to Municipal Assessment Agency, for the appeal fee of \$25. Mail the Notice of Appeal to:

MUNICIPAL ASSESSMENT AGENCY
75 O'LEARY AVENUE
ST. JOHN'S NL A1B 2C9
3. Appeals must be received or postmarked no later than **August 2, 2024**.
4. Upon receipt of your appeal, an assessor will review the property file and may contact you to discuss. A property inspection may also be required.
5. The review results will be communicated to you by mail/email and will include instructions if you wish to request a hearing. More information can be found on our website www.maa.ca.

This appeal is made on the following grounds:

Signature: _____
 Phone (Res): _____
 Cell: _____

Notice of Appeal Form

Appeal Deadline Date: August 2, 2024

I hereby appeal against the 2025 Tax Year Assessment of:

Parcel ID:	999904
Owner:	DOE, JOHN
Property Address:	7 SOME ROAD
Municipality:	SOMETOWN
Municipality Number:	9999
Non-Taxable:	\$0
Taxable:	\$160,600
Business Tenant:	\$0
Property Code:	1001

Date: _____
 (Bus): _____
 Email: _____