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November 6, 2007

Canadian Property Tax Association

Dear CPTA members:

Customized Property Value Summaries now available on CD-ROM.

This year, as an enhanced service to property tax agents who are agents for more than 10 properties and to property owners who own more than 10 properties, we are able to offer IC&I Property Valuation Summaries (PVSs) on CD-ROM. This service will be available after the Preview Roll and again after the Completed Roll.

In order to tailor the PVS requests, we require an MS-Excel spreadsheet (key file) that lists the area, jurisdiction and roll number (no spaces or additional characters) in column 'A' for the properties for which a PVS is required (see sample file format on reverse). Send the key file to bcacustomer.services@bcassessment.ca, including the address where the output is to be sent and we will mail the CD-ROM to you. There is no limit on the number of requests for CD-ROMs 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 it if you could group 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 PVSs are requested. As proof of your agency, we will accept at face value the key file of properties for which you have been appointed by the owner as their agent.

If you are acting on behalf of tenants, we can still provide the information to you. Please send us a separate key file 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.

The PVS reports will be run against the Completed Roll. If you want them run against the Preview Roll as well, we must receive the key file by November 21.

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

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

We will be reviewing the new procedures and your feedback is appreciated. If you have any questions, please contact susan.nicholl@bcassessment.ca, or call 250-595-6211 ext 276.

Yours truly,

Connie Fair
Executive Director
Business and Customer Services

Sample file format:

	A	B
1	Roll Number	
2	09200014587253060000	
3	09200014588253050000	
4	15216040111000	
5	1030513919115	
6	0123401040001	
7	0123410719027	
8	0425084303000	
9	0425084305000	
10	0425084307000	
11	0425084872000	
12	0425084872001	
13	09200018840161960000	
14	09200020590300490000	