

ARB Clerk Reference – CARB Timelines by Complaint Type

Complaint Type

| | Assessments of residential property 4 or more dwelling units | Assessments of non-residential property | Non-assessment matters on assessment notice | Administrative or Procedural Matters |
|--|--|---|---|--------------------------------------|
| Board | CARB | CARB | One-member CARB | One-member CARB |
| Step and Timeline | | | | |
| Assessment or tax notice sent | | | | |
| (a) Number of days for filing a complaint | 60 days | 60 days | 60 days | n/a |
| Complaint filed | | | | |
| (b) Number of days to provide copy of complaint to respondent | 30 days or less | 30 days or less | 30 days or less | n/a |
| (c) Soonest hearing date <i>after</i> complaint is filed | 70 days | 70 days | n/a | n/a |
| (d) Number of days before hearing to notify parties of time and place of hearing | 70 days | 70 days | 15 days | 15 days |
| (e) Number of days before hearing for complainant disclosure | 42 days | 42 days | 7 days | 7 days |
| (f) Number of days before hearing for respondent disclosure | 14 days | 14 days | 7 days | 7 days |
| (g) Number of days before hearing for complainant rebuttal | 7 days | 7 days | n/a | n/a |
| Merit hearing | | | | |
| (h) Issue written decision | 30 days | 30 days | 30 days | 30 days |
| (i) Send decision | 7 days | 7 days | 7 days | 7 days |