

How to Request a Copy of the Assessment Notice – Holder of a Registered Charge¹

1. Prepare a letter requesting that as a holder of a registered charge, the Assessor enter your name and address on the assessment roll. The letter should be signed by the registered charge holder and include the following information:
 - The particulars of the charge:
 - Subject Property Address
 - Parcel Identifier (PID #)
 - Legal Description
 - Charge Number (Sublease Registration Number)
 - Duration of the Charge
 - Purchase Date
 - Name to be entered on the roll (should be identical to name that charge is registered to)
 - Mailing Address
 - Phone Number
 - Email Address
2. Send the letter to BC Assessment by one of the following methods:
 - Email to fraser.valley@bcassessment.ca
 - Mail or drop off to: BC Assessment-100-5477 152nd Street, Surrey, BC, V3S 5A5

¹ See Section 4 of the *Assessment Act* (British Columbia)