



Tribunals Ontario – Assessment Review Board

Tip Sheet – Multiple Appeals

Assessment Review Board, 15 Grosvenor Street, Ground Floor, Toronto, Ontario M7A 2G6

Website: www.tribunalsontario.ca/arb/ E-mail: arb.registrar@ontario.ca

ARB Multiple Appeals Filed by Representative Template TIP SHEET

General Tips:

- The [Multiple Appeals Filed by Representative Excel Template](#) can only be used to file for appeals under section 32, 33, 34 and 40 of the Assessment Act.
- Do not use the Excel Template for Municipal Act appeals or City of Toronto Act appeals.
- All fields marked with an asterisk (*) must be completed. If any mandatory information is missing, the Assessment Review Board (ARB) will return the template and filing fee back to the applicant.

Representative Code and Required Payment Tips:

- Representatives must enter their unique code. If you do not have a code, e-mail arb.registrar@ontario.ca before completing the template.
- The Excel template will automatically calculate the total number of appeals and the fee that must be submitted to the ARB through the [ARB Multiple Appeals Filed by Representative Payment Form](#).
- For each template, the Representative can submit up to 650 appeals or a total fee of \$99 999, whichever comes first. If you submit one template with more than 650 appeals or a payment that exceeds \$99 999, the ARB will return the template and filing fee back to the applicant.

Appeal Entry Tips:

- Select the correct property type under column one: Property Type. Refer to the [ARB Fee Chart](#) to identify the property type and required filing fee.
- To navigate through the template, use the tab button or right arrow key to move from one field to the next.
- To clear data, right-click on the selected cell(s) then select, “clear contents.”
- Property Type, Section Number, Appeal Type, Reason for Appeal 1 & 2, and Bilingual fields are all drop down menus.
- There is a limit of 28 characters (spaces included) for the following columns:
 - Company name or first Appellant’s first and last name
 - First Appellant’s first and last name or second appellant’s first and last name
 - Appellant’s address: line 1, 2 and 3

Submitting Payment and Appeals:

If you wish to file for multiple tax years or sections under the same roll number, contact the ARB after the appeals have been processed. Applicants will receive an acknowledgement letter once appeals have been processed.