# Tribunals Ontario Tribunaux décisionnels Ontario

Assessment Review Board

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# PDF Portfolio Information Form

(Disponible en français)

**Appeal Proceeding Information (attach Schedule if necessary):**

|  |  |
| --- | --- |
| **Assessment Roll Numbers** |  |
| **Municipal Address** |  |
| **Appeal Numbers** |  |
| **Taxation Years** |  |

# Party Information:

|  |  |
| --- | --- |
| **Name of Party filing this**  **Document Portfolio** |  |
| **Date this Document Portfolio**  **is emailed to the Board** |  |
| **Email Address of Person emailing this Document Portfolio** |  |

**Certification of Compliance**

I, Name of Party

, certify that:

I have reviewed the electronic documents included in the PDF Portfolio being filed with the Board and certify that they each document complies with the Board’s Guideline: Electronic Document Format and Filing Requirements, including the following requirements:

*Please check:*

Each electronic document’s file name meets the Board’s file name protocol;

☐ Each electronic document satisfies text recognition, page numbering, paragraph numbering and bookmarking requirements;

☐ Each electronic document is not locked, or password protected; and

☐ Each electronic document does not contain multiple documents (other than a Book of Authorities, an Affidavit which attaches exhibits, or an expert report which attaches a resume and Acknowledgment of Expert Duty).