

**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
<b>Board</b>	CARB	CARB	One-member CARB	One-member CARB
<b>Step and Timeline</b>				
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	90 days	90 days	Depends on (b) and (d)	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	60 days	60 days	5 days	5 days
(f) Number of days before hearing for respondent disclosure	30 days	30 days	5 days	5 days
(g) Number of days before hearing for complainant rebuttal	15 days	15 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