Roll:

RE: Assessment Request for Information

Dear Citizen:

The Province of Alberta requires Lacombe County to inspect approximately 20% of its property inventory each year. Up-to-date information about the physical characteristics, condition, and usages occurring on the property is necessary to prepare the assessment. In order to confirm the details of your property, we would appreciate your assistance in completing ALL the applicable questions in the attached survey. If there is more than one residence on the property you may wish to copy pages 3 to 7 and complete them for each residence. This information collected is for the purpose of preparing fair and accurate property assessments throughout the County under the authority of the:

Municipal Government Act, Chapter M-26-1 2017, Section 294

(1) After giving reasonable notice to the owner occupier of any property, an assessor may at any reasonable time, for the purpose of carrying out the duties and responsibilities of the assessor under Parts 9 to 12 and the regulations,

- *(a) enter on and inspect the property,*
- *(b) request anything to be produced, and*
- *(c) make copies of anything necessary to the inspection.*

Section 295

(1) A person must provide, on request by the assessor, any information necessary for the assessor to carry out the duties and responsibilities of an assessor under Parts 9 to 12 and the regulations.

(4) No person may make a complaint in the year following the assessment year under section 460 or, in the case of designated industrial property, under section 492(1) about an assessment if the person has failed to provide any information requested under subsection (1) within 60 days from the date of the request.

Once the survey has been completed, there are three ways you may wish to return the survey:

1. **Email:** assessment@lacombecounty.com Please include your roll number in the subject line.
2. **Mail:** Assessment Department Lacombe County, RR 3, Lacombe, Alberta, T4L 2N3.
3. **Drop-Off:** Lacombe County Administration Office 40403 Range Road 274 Lacombe County.

An Assessor will visit the property to confirm the details if no survey is received, or if inconsistencies with available data appear when the survey is reviewed. Not providing information requested by the Assessor may result in an Assessment Review Board dismissing a complaint filed against the assessment.

Details about property assessment and inspections can be found on the County's website at: https://www.lacombecounty.com/living-here/assessment/. If you wish to discuss the survey with an Assessor please contact us at the Administration Office, by phone 403-782-6601, or email assessment@lacombecounty.com.

Thank you for your cooperation, we appreciate your participation in this process.
Regards,
Lacombe County Assessment Department

Frequently Asked Questions

Why is the County's Assessment Department using the "Residential Request for Information" form?

1. Comply with Best Practices established by the Provincial Government – The provincial government audits each municipality to ensure compliance with the legislated procedures and quality standards. Maintaining data quality through the re-inspection process ensures more accurate valuations.
2. Control Costs – On-site inspections and surveys are the main methods used to maintain property assessment records. Cooperation of property owners providing the requested information assists us in meeting the standards set by the Legislation and Best Practices to produce fair and equitable assessments more efficiently.

Will the "Residential Request for Information" form replace on-site inspections?

No, Assessors will continue to complete on-site inspections in the following situations:

- Newly constructed buildings and other development or safety code permits.
- When requested by the property owner.
- Properties proceeding to the Assessment Review Board.
- When properties have transferred ownership or control.
- Properties sent the "Residential Request for Information" form may also have on-site inspections completed to capture/update digital photographs of buildings and improvements.
- On-site inspections are required if there are discrepancies between what is being reported and information available to the Assessment Department in Lacombe County files or other resources.

What if I have more than one residence on my property?

If you have more than one residence, you can download additional copies of the survey and submit them via email, mail or drop-off. Please provide a description for each (such as: old house, 2 storey, bungalow, mobile or manufactured home, west residence, etc.)

What if I do not understand a questions on the "Residential Request for Information" form, or require assistance filling out the form?

Please contact the County office at the number provided above and ask to speak with one of the Assessors for clarification, or email your question to us at assessment@lacombecounty.com. Please include your property's roll number for reference. If you are unable to provide the information on the form due to limited knowledge of the property, please forward it to someone who can better respond to the form.

What happens if I do not respond to the "Residential Request for Information" form?

Our goal is to assess your property based on the most current and accurate information possible. Properties that do not return a survey prior to the response due date or decline a physical inspection of the property may not be able to file a complaint about their assessment with an Assessment Review Board. A property assessment will be prepared using any available source of information for your property.

Thank you,
Lacombe County Assessment Department.

Roll:

LACOMBE COUNTY

RESIDENTIAL

REQUEST FOR INFORMATION

LAND

1. Please indicate which services are present on your property:

- ☐ Water well/cistern
- ☐ Power – grid / off grid
- ☐ Gas – natural / propane
- ☐ Septic field
- ☐ Other _____

EXTERIOR

2. Please indicated the type of house:

- ☐ 1 Sty
- ☐ 1-1/2 Sty
- ☐ 1-3/4 Sty
- ☐ 2 Sty
- ☐ Has a basement
- ☐ Has **no** basement
- ☐ Bi-level
- ☐ Split Level

3. What year was the house built? _____

4. Please select your roofing material:

- ☐ Shingle – asphalt / metal / rubber
- ☐ Shake – wood / cedar
- ☐ Metal panels
- ☐ Tile – masonry / clay
- ☐ Other_____

5. Please indicate the types of exterior finish:

	% of Coverage
☐ Stucco	_____
☐ Wood	_____
☐ Aluminum	_____
☐ Vinyl	_____
☐ Pre-finished Masonite	_____
☐ Composite (Hardie)	_____
☐ Masonry (Brick/Stone)	_____
☐ Other: _____	_____

6. Please indicate the foundation type:

- ☐ Concrete
- ☐ Treated Wood / Wood
- ☐ ICF (Insulated Concrete Forms)
- ☐ Blocking
- ☐ Steel Pilings
- ☐ Concrete Pilings
- ☐ Wood Pilings
- ☐ Other: _____

7. Does the property have any of the following?

	Size (sqft)
☐ No deck or patio	
☐ Uncovered deck / patio	_____
☐ Covered deck	_____
☐ Enclosed deck/ sunroom	_____
☐ Solarium	_____
☐ Balcony	_____
☐ Other	_____

8. Please describe the main garage on the property

	Insulated	Heated	Size (sqft)
Attached Garage	☐	☐	_____
Detached Garage	☐	☐	_____
Carport	☐	☐	_____

Other: _____

_____

OUTBUILDINGS

9. Please complete the following table for any additional buildings on the property such as second garages, shops, offices, barns, etc.

Building Number	Building 1	Building 2	Building 3	Building 4	Building 5
Type/Description					
Year Built					
Use (Personal, Farm, Business, etc.)					
Size (square footage)					
Height					
Exterior Finish					
Roof Covering					
Concrete Floor (Y/N)					
Framing (Steel, Wood, etc.)					
Electrical (Y/N)					
Insulation (Y/N)					
Heat Type (radiant, in-floor, overhead, etc.)					
Mezzanine Area					
Mezzanine Use (storage, living area, etc.)					
Office Area (square footage)					

INTERIOR

10. Please indicate which of the following your home has:

- ☐ Hardwood flooring
- ☐ Ceramic Tile flooring
- ☐ Laminate or Vinyl flooring
- ☐ Ceiling features (tray, coffered, wood beams, tongue & groove, etc.)
- ☐ Vaulted Ceiling
- ☐ Cathedral Ceiling (2sty open to below)
- ☐ Granite / Quartz / Corian countertops or similar
- ☐ Walkout Basement
- ☐ Separate Entrance to Basement
- ☐ Secondary Suite
- ☐ Indoor Hot Tub
- ☐ Outdoor Hot Tub
- ☐ Theatre / Media Room / Simulator
- ☐ Solar Panels
- ☐ Sauna
- ☐ Other _____

11. Please indicate the type(s) of heating (check all that apply):

- ☐ Forced air
- ☐ Hot Water (Baseboard)
- ☐ In-floor Heating – Main / Upper floors
- ☐ In-floor Heating – Basement
- ☐ Wall furnace
- ☐ Geo-Thermal
- ☐ Solar
- ☐ Other _____

12. Does the property have air conditioning?

- ☐ Yes
- ☐ No

13. Please indicate the number and type of fireplace(s) on each level:

	Main	Upper	Bsmt	Lower
Natural Gas (Built in)				
Wood or pellet (Built in)				
Freestanding or Wood Stove				
Electric (Built in)				

14. Please indicate the number of bathrooms & plumbing fixtures:

	Main	Upper	Bsmt	Lower
2pc or 1/2 Bath (sink and toilet)				
3pc or 3/4 Bath (sink, toilet, shower)				
3pc or full Bath (sink, toilet, tub)				
4pc or full Bath (sink, toilet, tub, separate shower stall)				
5pc or full Bath (double sink, toilet, tub, separate shower stall)				
Additional fixture (extra shower, bidet, urinal, etc.)				
Kitchen Sink				
Bar Sink				
Laundry / Mud Sink				

15. Please describe the basement (total area must = 100%)

Room	# of Rooms	% of Area	Floor Finish (ex: carpet/laminate)	Walls/Ceiling (ex: paneling/drywall)	Additional Comments
Developed					
Undeveloped					
Crawl Space (4' - 5' height)					

RENOVATIONS / UPGRADES / DEFICIENCIES

16. Please describe each **addition** to any structures and clarify the details if necessary.

	Addition Description (ex: 1 Sty on Bsmt)	Year Built	Size (sqft)	Dimensions	Additional Comments
1.					
2.					
3.					

17. Are there any structural issues with the property? If so, please tell us below.
(horizontal foundation cracks, flooding issues, etc.)

18. For each renovation, please estimate the year and the percentage renovated.

Feature/Category	Year Reno'd	% Reno'd	Comments/Clarification
Roof Cover			
Eavestrough/Down Spouts Soffit/Fascia			
Exterior Finish			
Windows			
Exterior Doors			
Furnace/Boiler			
Electrical Fixtures			
Electrical Panel/Wiring			
Plumbing Fixtures			
Plumbing Piping (ex: water lines, drains, venting)			
Interior Finish (ex: paneling, drywall)			
Paint			
Floor Finish			
Interior Doors			
Kitchen Cabinetry			
Kitchen Countertops			
Bathroom Cabinetry			
Trim (ex: baseboards, door /window casings)			

Roll:

PROPERTY USE(S)

19. Please check **ALL** the types of activity that are occurring on the property:

- ☐ Residential
- ☐ Recreational
- ☐ Commercial
- ☐ Industrial
- ☐ Processing/Manufacturing
- ☐ Farm

If you've only selected "Residential", please proceed to the "Certification" section on page 8 at the end this survey.

Farm - If you indicated "Farm" above, please complete questions **20 to 22** so we can understand your farming operation and classify your property accurately and fairly. For assessment purposes, "farming" is the growing, production, and sale of an agricultural product". Agricultural products are typically 'unchanged' from the harvested product.

20. What type of farm production is occurring on the property? Please check ALL that apply.

- ☐ Livestock (cattle, sheep, goats, etc.)
- ☐ Horticulture (crops, fruit, vegetables, etc.)
- ☐ Poultry (chickens, turkeys, ducks, geese)
- ☐ Swine
- ☐ Bees
- ☐ Other :_____
- ☐ Greenhouse
- ☐ Wood lot (trees)
- ☐ Fish
- ☐ Horse breeding
- ☐ Horse boarding

21. Does the farm production continue annually?

- ☐ Yes
- ☐ No

22. Please indicate the approximate annual value of the total sales of the farm products below:
(For assessment purposes, a property may not be considered 'farm' unless the property's agricultural production results in a reasonable amount of total sales).

- ☐ Less than $5,000 annually
- ☐ Between $5,000 and $10,000 annually
- ☐ More than $10,000 annually (eligible for 'farm fuel')

If you earn/sell less than $10,000 annually, would you be able to provide verification of the total sales indicated above if asked?

- ☐ Yes
- ☐ No

Non-Residential & Processing/Manufacturing - If you indicated commercial, industrial, or processing/manufacturing, please complete questions 23 & 24.

23. Please indicate the name of and briefly describe the commercial or industrial activities.

_____

_____

_____

24. Please indicate the nature of processing or manufacturing activities

- ☐ Processing a farm product (flour milling, beeswax products, meat butchering/packaging, lumber milling, dehydration, etc.)
- ☐ Fabrication (welding, steel cutting, wood working, etc.)

What kind of equipment do you use to process and manufacture products?

_____

_____

_____

Recreational - If you indicated recreational use please complete questions 25 to 27.

25. If you indicated recreational use, please tell us who uses the property for this, check all that apply?

☐ Yourself ☐ Family ☐ Friends ☐ Others

26. Which services, if any, are provided to each "recreational" site?

☐ Power ☐ Sewer ☐ Propane
☐ Water ☐ Natural gas

27. If "Others" was indicated above, do you receive a fee from them for use?

☐ Yes
☐ No

ADDITIONAL COMMENTS – Please note any comments or concerns below.

_____

_____

_____

CERTIFICATION

Thank you for participating in our survey and assisting us to prepare property assessments in Lacombe County. Finally, we would like to ask you to complete your contact information below. This allows us to contact you if clarification is needed.

_____

(Signature) (Please Print Name) (Date)

Phone: _____(day) _____(evening)

Email:_____