



REQUEST DATE: May 1, 2026
RESPONSE DATE: July 1, 2026

RE: 2026 ASSESSMENT REQUEST FOR INFORMATION - INCOME & EXPENSE DATA

Lacombe County is required to prepare an assessed value for each property in the municipality, using mass appraisal, reflecting the typical market conditions, as of July 1 each year. We are requesting the income, expense, and vacancy data related to your property to better monitor the non-residential real estate markets in Lacombe County (assessed values are supported by market data including sale prices, rents and expenses, vacancy rates, etc.). We appreciate your assistance in providing the requested information for the *most recent fiscal year ending prior to July 1, 2026*, so we can prepare accurate assessments as efficiently and equitably as possible.

This information is collected for assessment purposes as required in *Municipal Government Act* (MGA) sections 294 and 295. This information is necessary to maintain an accurate and fair assessed value for your property. An Assessor may follow-up incomplete submissions with a visit to the property, email, and/or phone call to clarify information received. An Assessment Review Board may choose not to hear a complaint about the property assessment if information is not provided in a compliant manner.

We would appreciate it if you could complete and return the attached “**Assessment Request for Information – Income/Expense**” form(s) detailing occupancy, income, and expense data for your property **before July 1, 2026**, using one of the following options:

- **Mail:** Assessment Department, Lacombe County, RR 3, Lacombe, Alberta, T4L 2N3.
- **Email:** assessment@lacombecounty.com
- **Drop off at:** Lacombe County Administration Building, 40403 Rge Rd 274.

To be considered compliant,

- *GENERAL COMMERCIAL/INDUSTRIAL Request*
 - *If the property is 'leased'* you must include both the income and expenses for each area of the property leased by a tenant, AND any vacant space not leased. If the stated rent is 'triple-net', meaning all expenses are paid directly by the tenant, please indicate expenses as you can without indicating an "X". If the stated rent is 'gross' (all expenses are paid by the land lord) or 'semi-net' (some expenses are paid the land lord) please indicate the expense paid by the landlord with an "X" next to the amount of the expense included with the rent (see second example on attached sheet).
 - *If the property is 'owner occupied'* you must submit the property expenses.
 - The submission of both a 'rent roll' AND financial statements will also be considered compliant.
- ALL OTHER REQUESTS, please complete the information on the table as provided in your survey.
 - The submission of both a 'rent roll' AND financial statements will also be considered compliant.

If you have questions or require assistance responding to this request, please contact an Assessor at 403-782-6601 or email your question to us at assessment@lacombecounty.com. If you require a copy of the attached form it can be found at: <https://www.lacombecounty.com/en/living-here/assessment.aspx> or provided to you via email upon request. It may be completed and submitted using one of the methods stated above. Please make information as legible as possible.

Information received will be protected in accordance with the privacy provisions of the MGA, R.S.A. 2000, c.M-26, the Protection of Privacy Act, S.A. 2024, c.P-28.5 and utilized by the Assessment Department to complete their duties under the MGA Parts 9-12.

We appreciate your participation in this process, thank you in advance for your cooperation.



Angel Svennes, AMAA
Manager of Assessment Services, Lacombe County
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The personal information collected through the Assessment Request for Information process is collected for the purposes of property tax assessment under MGA Parts 9-12. This collection is authorized by section 4 of the Protection of Privacy Act subsection (a) the collection of the personal information is expressly authorized by another enactment of Alberta, Municipal Government Act, subsection (c) that information relates directly to and is necessary for an activity of Lacombe County, including a common or integrated program or service, and the Municipal Government Act Parts 9-12. For questions about assessment, please contact Lacombe County Assessment Services at: 403-782-6601 or assessment@lacombecounty.com. For questions about the collection of personal information, contact Lacombe County's Privacy and Access Coordinator at: 403-782-6601.

This information is collected for property assessment purposes under the *Municipal Government Act* Parts 9-12, specifically s.294(1)(b), s.295(1) and s.295(4). If you have questions about this collection, please contact Lacombe County Assessment Services at 403-782-6601 or assessment@lacombecounty.com. Personal information provided is collected by Lacombe County under the authority of FOIP s.3(c) and will be protected in accordance with the FOIP Act. We will use it to administer programs and services for which you have registered and contact you if necessary.

PROPERTY EXPENSES (Actual Annual Property Expenses)	
(DO NOT INCLUDE mortgage, bank charges, debt charges, depreciation, or business expenses)	
Roll Number:	
General:	Amount Paid
Management	\$
Wages: Caretaker	\$
Annual Insurance	\$
Utilities (water, sewer, power, gas, cablevision, internet)	\$
Property Taxes	\$
License Fees	\$
Maintenance & Repair:	
Painting/Decorating	\$
Repairs/Maintenance (Please specify in "COMMENTS" below "CAPITAL EXPENDITURE")	\$
Ground Maintenance	\$
Snow Removal	\$
Miscellaneous:	
Supplies	\$
Legal & Audit	\$
Advertising/Marketing	\$
Other (Please Specify)	\$
TOTAL ACTUAL ANNUAL REPORTED EXPENSES	\$

CAPITAL EXPENDITURE			
Items Replaced / Upgraded (i.e. infrastructure, capital upgrades – NOT mobile home renovations)	Year Built	Year of Renovation	Cost

If you need extra space, please attach additional page.

COMMENTS

APPRAISAL		
Was there an appraisal done on the property in the last 3 years? (Please check)	Yes	No
If yes, Date of Appraisal:	Amount:	
Purpose of Appraisal:		

CERTIFICATION	
All information provided herein has been examined by me and is true, current, and complete to the best of my knowledge.	
Signature:	Name:
Contact Number:	Email:
Date:	