

Assessment Search How-To Guide for Property Owners

Assessment Search requires Internet Explorer 9 (or newer), Chrome, Firefox or Safari





How-To Guide for Property Owners

STEP 1: Register for a myID personal account

If you already have a personal myID account, go to Step 2.

Create a myID pers	onal account	
With multi, you can access City online servic Calgers Parking instructor and more. Register with your social media logic	es suit as property assessment, Calgary Transit,	
8 Y f in 🛤		
or register with your name and email inform	due	
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Property.		
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Create a myID personal account

Visit calgary.ca/myID and click

CREATE A PERSONAL ACCOUNT

- > Fill in all required fields.
- > Provide an email address where The City can send you activation instructions.
- Create a username (see the Username Guidelines for acceptable characters and suggestions) and click 'Check'.
- > Click continue.

A confirmation email will be sent to the address you provided. If you do not see it, check your junk folder. If you do not receive an email within an hour, please re-register.

Dear Client,

Your City of Calgary myID online account with username PROPERTY_OWNER has been activated.

Temporary Password: Cal831367

Please note that passwords are case sensitive

When you login for the first time, you will be prompted to change the password. Also, you will be able to pick your security question(s) in order to recover passwords in the future.

Login to myID now >

Note: This is a system generated email. Please do not respond to this email.

The City of Calgary

ISC: Protected This electronic transmission and any attached files are indended solely for the person or entity to which they are addressed and may contain information that is purileged, confidential or otherwise protected from disclosure. Any review, retransmission, dissemination or other vise, including taking any action concerning this information by anyone other than the named recipient, is strictly prohibited. If you are not the intended recipient or have received this communication in error, please immunication the series of destroy this communication.

Change your myID temporary password

- > The email you receive from The City contains a temporary password.
- > Copy the password. Please note password is case sensitive.
- Click 'Login to myID now >'. Once you log in you will be asked to change your password.



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SET PASSWORD DITU NEW INSTRUCTORY AND A REPORT OF A STREET		♥ PLEASE NOTE If you require a BD for the propose of well's features definitionflate: Regarding and you are not feature in Edgary and do not requer. Same shares down and it not prop to be of Edgary features. The New place aged features build when we get the same tar.
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Change your myID temporary password cont'd

- > Create a new password and select and answer at least one security question.
- > Passwords are case sensitive and must contain at least six characters.
- > Click 'Validate'.

A page will display to let you know your password was successfully changed.

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Manage your personal myID account

Once you register for a personal myID account, you can access your profile information, change your security question and password, or deactivate your account.

> To manage your account settings, click on 'Account Settings'.



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STEP 2: After registering for a personal myID account

- > Go to Assessment Search at calgary.ca/assessment.
- > Click on "Login".

STEP 3: Link your property assessment account to myID

- > The first time you log in, you will need to link your property assessment account to your myID account.
- > Enter your myID user ID and password, and then click "Login."
- > Enter your roll number and access code (located at the top of your assessment notice) in the appropriate field and click "Add."

 If you don't input your roll number and access code, you can only access limited information.

STEP 4: Verify your property information

- > Once you have logged in, a results table will display your roll number, property address, etc.
- > Click on your roll number to access your Property Assessment Detail Report.

Property Acc	ount	-						
Assessment Search Property Search Community Search Sales Search	Secure tools and res Using the links for	and re ources r your p	sources included here allow you property location(s) belo	to securely m w, you can:	aintain your p	roperty informatio	on,	
My Assessment Property Account	 Search proper View and verif View sales rep View communi 	ty asses y your p orts ity repo	ssments property information rts					
	Property Account (Roll Number)	Roll Year	Location	Authorize Agency	Authorize Property Manager	Verify My Property Information (ARFI)	Request Information from Assessment	Remove Account
	12345678	2015	1234 CALGARY AV SW	Add	Add	Respond	Request	×
	E Add Another	Account	:					

- > This report contains important information including the property characteristics used to prepare your most recent assessment.
- > This report is confidential and viewable only to you the property owner.
- > Review your property information. If you need to make any changes, contact Assessment at 403-268-2888.

Please note: Changes to your property assessment will only be considered if an inquiry is received during the Customer Review Period.



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STEP 5: Review your market value for fairness and compare your assessment for equity

Sales Search

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> Use the Sales Search web tool to access sales of similar properties in your neighbourhood to review your market value for fairness.

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	Number)					(ARFI)	Assessment	

> From the Sales Search feature, you are also able to generate a sales report by clicking on Create a sales report

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455 C/	ALGARY A	V SW			2013	/03/05	730,00	00	736,366	Report
466 CA	ALGARY A	AV SW			2012	/07/24	942,00	00	969,261	Report
481 C	ALGARY	AV SW			2011	/09/07	525,00	00	547,978	Report
483 C	ALGARY	AV SW			2013	/06/11	610,00	00	610,757	Ed 1
1008	CALGARY	AVSW			2012	/08/27	549,90	00	564,412	Ba at
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1300 0	CALGARY	AV SW			2013	/02/28	636,00	00	643,140	Report
1302	CALGARY	AV SW			2013	/03/15	995,00	00	1,003,677	Report
		Page	size: 10						17 item	s in 2 pages

> Click **Report** to view the selected property's assessment summary information.



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Map Search

> Click the map icon to use the interactive map search tool.



*Note: You will need to have JavaScript enabled on your web browser.

- > The map displays location addresses and their assessed values. When you click on a property you can view its assessment summary report.
- > You can also search by:
 - > address
 - > roll number
 - > community
 - > sales
- > When you search by community, access to view sales and market summary reports on each community is available.



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Property Search

Use the Property Search tool to access summary assessment information on properties to compare your property assessment with similar properties that have similar characteristics in a similar location.

Assessment Search Property Search Community Search	Sales Search is an as Review your current y green dot.	sessment sea ear's propert	y asse	ol which pr ssment by	con	des real estate n mparing sales of	narket sales similar prope	informa inties w	ition on residential, m ithin your community. new
Sales Search	Property Sales Sear	ch by Single	Reside	ntial			×	*	ROPERTY
My Assessment Property Account	" Indicates Required Community: "	Fields Dalhousie							
	Street Name:	DALHOUSE			1	Street Type:	Drive		
	Sales Price Range:	0	✓ to	Unlimited	*				
	Building Type:	Duplex Fourplex House Townhouse (r	more th	an 4 units)	< >	Structure Type	4 Level Spl 5 Level Spl Bilevel Burgalow	t 1 Store	y

*You are able to access up to 50 property assessment summary reports each year.

STEP 6: Authorization of an agent

> Note: You will need your agent's Business Administrator myID User ID to proceed with the authorization process.

Property Account (Roll Number)	Roll Year	Location	Authorize Agency	Remove Account
12343678	2015	1234 CALGARY AV SW	Add	×
			\sim	

- > To authorize an agent, select the Add button on your *My Assessment, Property Account* page. Next, click the Your Agent List (add/update) link to authorize an agent for that property.
- > Enter the agent's myID UserID in the designated field and select Add .
- > You should now see your agent's name in the agent list. Click Close to link the agent to the roll year.

Your Agent's myID User ID:		Add	
Your Agent List			
johnsmith		Delete	
johnsmith	ant	Delete	



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> Select the roll year(s) you wish to authorize the agent for and use the drop-down menu to assign the agent from the agent list to the roll year(s).

Property Account (Roll Number)	Roll Year	Location	
12345678	2015	1234 CALGARY AV SW	_
Your Agent List (add/update)			
Current Roll Year: 2015			
Agent:	No	Agent De	
Authorized By:	No /	Agent	
Authorized Date:	iohr	nsmith	
Next Roll Year: 2016			
Agent:	No	Agent 💌	
Authorized By:			
Authorized Date:			
Previous Roll Year: 2014			
Agent:	No	Agent 💌	
Authorized By:			
Authorized Date:			

> Click Submit to enter your authorization. On the following prompt select Acknowledge and Certify to indicate that you agree to the terms and conditions.

Note: If you would like to update or change your authorized agent information, click on *Update* in your *My Assessment, Property Account* page.

Review your typical net annual rental value Typical net market rental rate ranges

Property Account (Roll Number)	Roll Year	Location	Authorize Agency	Remove Account
12345678	2015	1234 CALGARY AV SW	Update	×

🗄 Add Another Account



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STEP 7: Request Information from Assessment – Assessment Information Requests (AIR)

> To request additional information about your non-residential or multi-residential assessment, click the "Request" link on your *My Assessment, Property Account* page, if available.

Assessment Search	Secure tools and r	esource	es:				
Property Search Community Search	Using the links for your	property	location(s) below, you can:				
Sales Search	 Search property ass View and verify your View sales reports View community rep 	property orts	information				
My Assessment Property Account	 Submit and view evi 	dence for	hearing (New)				
	Property Account (Roll Number)	Roll Year	Location	Authorize Agency	Authorize Property Manager	Request Information from Assessment	Remove Account
	047042098	2015	2924 11 ST NE	Add	Add	Request/View	×

> When the new window opens, use the checkboxes to indicate your selection.

ubject Property Account					
toll Number	095000303				
ocation Address	3801 68 ST SE				
2015 Assessment Explanation Summary(AES) on Subject Property				ø	
Assessment Request for Information (ARFI) on Subject Property				(D)	
Sales Assessment Request for Information (Sales ARFI) Received on Subject Property				y 💬	
2015 Assessment Explanation Summary(AES) on Comparable Properties				P	
2015 Assessment Information Package (AIP) on Subject Property (Note: \$75 fee)				(D)	
Completed By:					
*Name:	*Phone (Daytime):		ext.	*Email:	
(First and Last)	_	eg: 403-555-0199			

> Fill out the "Name", "Phone" and "Email" text boxes and click "Submit".

Note: There is a fee for the Assessment Information Package. You will be sent an invoice by Corporate Billing & Accounts Receivable once the processing is complete.



For information and inquiries, contact The City of Calgary Assessment:

()) Telephone	403-268-2888 (Mon. – Fri., 8 a.m. – 4:30 p.m.)			
	311 (after 4:30 p.m. daily and on weekends)			
	(P) Hearing impaired 403-268-4889			
🕐 Web	calgary.ca/assessment			
🖲 Fax	403-268-8278			
🖾 Mail	The City of Calgary Assessment (#8002) P.O. Box 2100, Stn. M Calgary, AB T2P 2M5			
🖾 In person*	2924 11 St. N.E. Calgary *Please call first to arrange an appointment.			
(311) Call 311 for:	 School support changes. Tax Instalment Payment Plan (TIPP). 			

> Outside Calgary, call 403-268-CITY (2489).

To update your mailing address, contact Alberta Land Titles:

In person Alberta Government Services Building 2nd floor, 710 4 Ave. S.W. Calgary

(1) Web servicealberta.gov.ab.ca (under Forms)