



Assessment Search

How-To Guide for Property Owners

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



Assessment Search

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STEP 1: Register for a myID personal account

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

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: **Ca1831367**

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

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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.



Assessment Search

How-To Guide for Property Owners

PLEASE NOTE
If you require a BUI for the purpose of myID Business Administrator Registration and you are not based in Calgary and do not require a business license and do not own City of Calgary Business Tax then please email business.registration@cityofcalgary.ca

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.

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'.



Assessment Search

How-To Guide for Property Owners

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."

Roll Number:

Access Code:

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 Account

Assessment Search

[Property Search](#)

[Community Search](#)

[Sales Search](#)

My Assessment

[Property Account](#)

Secure tools and resources

The tools and resources included here allow you to securely maintain your property information.

Using the links for your property location(s) below, you can:

- Search property assessments
- View and verify your property information
- View sales reports
- View community reports

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	X

- › 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**.



Assessment Search

How-To Guide for Property Owners

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

Sales Search

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

Property Account

Assessment Search
[Property Search](#)
[Community Search](#)
[Sales Search](#)

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My Assessment
[Property Account](#)

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	X

[Add Another Account](#)

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

* Indicates Required Fields

Community: CALGARY HILLS
Street Name: CALGARY **Street Type:** AV
Sales Price Range: 0 to Unlimited
Building Type: Duplex, Fourplex, House, Townhouse (more than 4 units)
Structure Type: 2 Storey, 2 Storey/1 Storey Combo, 2 and 1/2 Storey, 3 Level Split

[Search](#) [Clear](#) [Create a Sales Report](#)

17 record(s) found.

	Location Address	Sale Date	Sale Price	Adjusted Sale Price	Property Reports
<input type="checkbox"/>	452 CALGARY AV SW	2012/06/22	702,500	724,625	Report
<input type="checkbox"/>	455 CALGARY AV SW	2013/03/05	730,000	736,366	Report
<input type="checkbox"/>	466 CALGARY AV SW	2012/07/24	942,000	969,261	Report
<input type="checkbox"/>	481 CALGARY AV SW	2011/09/07	525,000	547,978	Report
<input type="checkbox"/>	483 CALGARY AV SW	2013/06/11	610,000	610,757	Report
<input type="checkbox"/>	1008 CALGARY AV SW	2012/08/27	549,900	564,412	Report
<input type="checkbox"/>	1234 CALGARY AV SW	2012/01/30	1,055,500	1,100,019	Report
<input type="checkbox"/>	1253 CALGARY AV SW	2012/02/23	674,000	702,160	Report
<input type="checkbox"/>	1300 CALGARY AV SW	2013/02/28	636,000	643,140	Report
<input type="checkbox"/>	1302 CALGARY AV SW	2013/03/15	995,000	1,003,677	Report

Page size: 10 17 items in 2 pages

[View selected properties on map](#)

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



Assessment Search

How-To Guide for Property Owners

You can also search sales on the map for a geographical view.

Sales Search

Assessment Search
[Property Search](#)
[Community Search](#)
[Sales Search](#)

My Assessment
[Property Account](#)

Sales Search is an assessment search tool which provides real estate market sales information on residential, multi-residential and non-residential properties.

Review your current year's property assessment by comparing sales of similar properties within your community. On the Property Map, valid sales on properties used to determine your assessment are indicated by a green dot.

Property Sales Search by:

VIEW PROPERTY MAP ←

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.



Assessment Search

How-To Guide for Property Owners

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

Sales Search is an assessment search tool which provides real estate market sales information on residential, multi-family, and commercial properties. Review your current year's property assessment by comparing sales of similar properties within your community. On green dot.

Property Sales Search by: Single Residential

* Indicates Required Fields

Community: Dalhousie
 Street Name: DALHOUSE Street Type: Drive
 Sales Price Range: 0 to Unlimited
 Building Type: Duplex, Fourplex, House, Townhouse (more than 4 units)
 Structure Type: 4 Level Split, 5 Level Split, BiLevel, Bungalow 1 Story

*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
12345678	2015	1234 CALGARY AV SW	Add	X

Add Another Account

- › 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
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[Need help? - Contact Assessment](#)

Close



Assessment Search

How-To Guide for Property Owners

- › 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:

Authorized By:

Authorized Date:

Next Roll Year: 2016

Agent:

Authorized By:

Authorized Date:

Previous Roll Year: 2014

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	X



Assessment Search

How-To Guide for Property Owners

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
[Property Search](#)
[Community Search](#)
[Sales Search](#)

My Assessment
[Property Account](#)

Secure tools and resources
 Using the links for your property location(s) below, you can:

- Search property assessments
- View and verify your property information
- View sales reports
- View community reports
- Submit and view evidence 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	X
095000303	2015	3801 68 ST SE	Add	Add	Request	X

[Add Another Account](#)

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

Account page.

- This online service is currently only available for non-residential and multi-residential properties.

Subject Property Account
Roll Number 095000303
Location Address 3801 68 ST SE

2015 Assessment Explanation Summary(AES) on Subject Property [?](#)
 Assessment Request for Information (ARFI) on Subject Property [?](#)
 Sales Assessment Request for Information (Sales ARFI) Received on Subject Property [?](#)
 2015 Assessment Explanation Summary(AES) on Comparable Properties [?](#)
 2015 Assessment Information Package (AIP) on Subject Property (Note: **\$75** fee) [?](#)

Completed By:
 *Name: *Phone (Daytime): ext. *Email:
 (First and Last) eq: 403-555-0199

[Save](#) [Submit](#) [Clear](#) [Cancel](#)

Need assistance? Contact The City of Calgary Assessment at 403-268-2888
 Monday to Friday 8:00 a.m. - 4:30 p.m.

› 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)

 **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.

 **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

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