



# Assessment Search

How-to guide for property owners

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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.
  - > Create Account.

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.

Calgary Transit, Calgary Parking Authority and more.	New to myID? Learn more.  • myID personal accounts • FAQs for mvID personal accounts
Register with your social media login	The test minimum concentration and the second
Register with your name and email information	collected to process and respond to your request for password reset, to warry ov when your portal account is about to expire, to howard by our administrative activity notices regarding the site and your registered user account, and as components in authentication and identity confirmation. The user account information and email address is collected under the authority of the Freedom on Information and Protection of Privacy Act (FCIP) Section R.S.A. 2000, c.F-25 33(c).
Last Name (required)	For additional information, email myIDSupport@cathary.ca or call 3-1-1. If calling from outside Catgary, please call (403) 268-CITY (2489). Refer to FAQs for help
Username (required)	
Username must be between 2 to 20 characters in length. Additional username outdelines	
Terms of use and privacy policy Usage of this website is governed by the following (each link will open in a separate window): • Isms of use • Isms of use of the second	
$\square$ I have read and agree to the terms of use and privacy policy (required)	

### 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.



- > 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 be displayed to let you know your password was successfully changed.

Calgary 🐏 myID	
myID password & security questions	
Enter New Password (at least 5 characters)	
Question 1 Select the Question v	
Questions 2 Select the Question	
Enter your answer for question 2	
Vuestions 3 Select the Question	
Enter your answer for question 3	
Cancel Validate	

#### 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 myID then click on Account.

Calgary 🍩	yID	Hello, Property_Owner	# Dashboard	Services	& Account
Property_Owner's dashboard Account setting	ngs				
My profile Your contact information and how you wa Edit profile	nt to identify yourself within myID.				
Account linkups Link accounts from other service provider Manage account linkups	s and applications compatible with myID				
Security questions Security questions are used to help you b Change security questions	ack into your account if you forget your password.				
Password Your main myID account password. Change password					
Account deactivation No longer need your myID account? Closing your myID account					
	Questions about myID? Find out more in calgary ca	Personal myID Account FAQs			

#### STEP 2: Sign in after registering for a personal myID account

- > Go to Assessment Search at calgary.ca/assessment.
- > Click Sign In under Secure Access.
- > Enter your myID username and password, and then click Submit.
- > Read and accept the Terms of Use to continue.

#### 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.
- > Click Add Property Account.
- > Enter your roll number and access code (located at the top of your assessment notice) in the appropriate field and click Submit.

#### STEP 4: Sign up for eNotice

- > Click on the Notice Delivery Preference on the left-hand side under My Assessment.
- > You will land on the Notice Delivery Preference page. All of your associated properties will be displayed with a default **Notice Delivery Method** of **paper**.
- > Select Electronic under My Delivery Preference and Submit.
- > Check the box to confirm your email and select **Acknowledge**.

Q Search	Notico	Dolivory Proference	-		
# Property Search	- Notice	Delivery Preference	Le		
Community Summary			Instructions		^
Sales Search	I By defau	ult, assessed persons will receive their property as	ssessment notices in paper form by mail	To register for eNotices, s	elect Electronic under
🕈 Map Search	My Deliv eNotice	very Preference and click Submit. You should rece s at any time by updating My Delivery Preference	ive an email confirming you have succes to Paper and clicking Submit.	sfully registered for eNotic	es. You can opt out of
🗠 Calgary Market Trends	To view your De	your assessment notice(s) online, you must select	t Electronic under My Delivery Preference	e. The Notice Delivery Meth	nod may not match
My Assessment	,	, , , , , , , , , , , , , , , , , , , ,			
# Property Account	To view the	e contents on the back page of previous years ass	essment notices, contact us at 403-268-2	888 and an electronic cop	y will be provided.
ONDER OF A STREET					Coloct All
Electronic Assessment Notice	2019 Property	y Account(s)			Select All ¥
Business Account	Select Ele	ectronic or Paper under My Delivery F	Preference and click Submit.		C Disable Filter
% Links	Roll Number	Address	Notice Delivery Method	My Delivery Prefer	ence
Property owner how to guide					
Business owner how to guide			Paper	<ul> <li>Electronic</li> </ul>	O Paper
Online evidence how to guide			Paper	<ul> <li>Electronic</li> </ul>	○ Paper
Online evidence how to guide Publications & Forms			i apo,	Clicthome	Submit
					Submit Areset

#### **STEP 5:** Verify your property information

- > You will land on your Property Account page where your roll number, property address, and assessed value will be displayed.
- > Click on your roll number to access your Property Assessment Detail Report.



- > 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.**
- If you have a residential property, you will also have the option of reviewing and updating your residential property details during Customer Review Period. You can do this by clicking the grey button at the top that says Review and Update Your Residential Property Details Here.
- > Should you need an access code, please call Assessment at **403.268.2888**.

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

## **STEP 6:** Review your market value for fairness and compare your assessment for equity

- Sales Search
  - > **Click Sales Search** to access sales of similar properties in your neighbourhood to review your market value for fairness.

Calgary 🏟			
Q Search V	Property Account		
Community Summary	♠ My properties (18)	Property manager clients 2	
Sales Search     Map Search	6	1	3
🗠 Calgary Market Trends	Request Information from Assessment	Respond to a Non-Residential Assessment Request for Information	Review and Update Your Residential Property Details Here
My Assessme	Click to Request or View	Click to Respond or View	Click to Review or Update

> Select what type of sales you want to review (residential, non-residential, airport, land) or by community summary.

<b>Q</b> Property Sales Search by:			2
Q Search Sales By Property Type			
<b>^</b>	Residential	~	Non-Residential
Click to search	0	Click to search	0
X	Airport	Ŧ	Land
Click to search	0	Click to search	0
Residential Community Sales Sumn	naries		
<b>^</b>	Single Residential		Residential Condominium
Click to search	0	Click to search	0
			Close

Linter the Cinterna you want to search in
---

<b>Q</b> Property Sales	s Search by	r: Residential	×
Property Use:	Single Res	idential	•
	Land On	у	
Community:*	None -	Search for community	•
Street:	None -	Search for street name	•
Sales Price Range:	0	▼ Unlimited	•
Building Type:	Nothing	elected	•
Structure Type:	Nothing	elected	•
* Indicates Required Fi	elds		
Back Clear			Search <u>Close</u>

> A listing of sales will be displayed. To generate a sales report, click Export to PDF. To view one or more selected properties' summary assessment information, check the box beside the address(es) and click Export # selected property report. To view the sales of one or more properties on a map, click View # selected property on map.

Calgary 🏨						
Q Search	× Sa	ales Search 🖲				
Community Summary	4	Review your current year's property assessmen indicated by a green dot.	t by comparing sales of similar properties within your community. On the Pro	perty Map, valid sales on properties used to d	etermine assessment values are	
♥ Map Search	(Cia	ck to enter search criteria Residential: Single Residential @ Cranston				
III My Assessment	✓ Pr	roperty Sales			(C) Enable	Filter
# Property Account		Address	Sale Date	Sale Price(\$)	Adjusted Sale Price(\$)	Portfolio Sale
O Notice Delivery Preference		] •	2018-Jul-11	504,500	481,610	
Electronic Assessment Notice		1 • <b>.</b>	2016-Aug-15	570,000	543,283	
% Links	~	\$	2018-Aug-30	497,500	479,042	
Property owner how to guide	>	1 o	2019-May-28	585,000	584,555	
Business owner how to guide	>	1 •	2019-May-24	530,000	529,597	
C Online evidence how to guide	>	•	2017-Jun-17	755,000	716,914	
Publications & Forms	>	1	2049 May 46	955 000	910 471	
Assessment Glossary	>		2010-Mdi-10	655,000	013,471	
● FAQs	,		2017-Nov-16	970,000	922,323	
			2018-Aug-30	585,000	563,296	
		<u>View 0 selected property on map</u>	Export 0 selected property re	eport 0	Export to PDF	

#### Map Search

> To view properties on a map, **click Map Search**.

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

Calgary 🔅			
Q Search	Property Account		
Community Summary	My properties 18     Agent clients 5	Property manager clients 2	
Sales Search	6	1	3
Calgary Market Trends	Request information from Assessment	Respond to a Non-Residential Assessment Request for Information	Review and Update Your Residential Property Details Here
🖿 My Assessment 🛛 👻	Click to Request or View	Click to Respond or View	Click to Review or Update
# Property Account			

- > The map displays location addresses and their assessed values. When you **click on a property**, you can **view its assessment summary report**.
- > Properties marked with a green dot indicate ones that have sold. **Click the** green dot for more information and the sale price.
- > You can also search by:
  - address
  - roll number
  - community
  - sales
- > You can access community sales and market summary reports by clicking on the buttons marked below:

Property Sales Search by:			
Q Search Sales By Property Type			
*	Residential	~	Non-Residential
Click to search	O	Click to search	e
X	Airport	<b>+</b>	Land
Click to search	0	Click to search	c
⊞ Residential Community Sales Sum	maries		
	Single Residential		Residential Condominium
Click to search	0	Click to search	e
			Clar

#### 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. You can search by address, roll number or street name.

Calgary			
Q Search	Property Account		
Community Summary	# My properties 18 # Agent clients 5	🚰 Property manager clients 🛛 2	
Sales Search			
🕈 Map Search	6	l <u>≡</u> 1	3
Calgary Market Trends	Request Information from Assessment	Respond to a Non-Residential Assessment Request for Information	Review and Update Your Residential Property Details Here
👪 My Assessment 🛛 🗸	Click to Request or View	Click to Respond or View	Click to Review or Update
# Property Account			

> Click Address to search for a specific address. You can also search by Roll Number or Street Name.

<b>Q</b> Search By:					ж
1	Address		Roll Number	Ŧ	Street Name
Click to search	Ð	Click to search	O	Click to search	O
					Close

algary 🌼			
Q Search 🗸	Property Search <b>0</b>		
Property Search	Troperty Search		
Community Summary	To view summary information on othe	er properties:	
Sales Search	In the results table provided on Property S property selected. This report provides sur	earch a "Report" link will appear. Click the link to view the Property Assessme mmary assessment information on other properties for comparison purpose	ent Summary Report for the s. For privacy reasons, the
Map Search	information on these reports is more limite	ed than the information you receive on the Property Assessment Detail Repo	ort for your own property.
Calgary Market Trends	Click to enter search criteria		
My Assessment V	+ Street Name: TRAFFORD DR @ Thorncliffe		
Property Account	Properties		① Enable Filter
Notice Delivery Preference	Address	Description	Assessed Va
Electronic Assessment Notice	Q 123 456 STREET	House / Bungalow/ 1 Storey	369,0
Business Account	•	House / Bungalow/ 1 Storey	434,0
Sh⊥inks ❤	•	House / Bungalow/ 1 Storey	575,0
Property owner how to guide >	•	House / Bungalow/ 1 Storey	973,5
Business owner how to guide >	•	House / Bungalow/ 1 Storey	356,5
Online evidence how to guide >	•	House / Bungalow/ 1 Storey	382,0

**Note:** You are able to access up to 50 property assessment summary reports or sales reports each year, per roll number. For example, if you have two roll numbers, you can access up to a combined total of 100 reports - either assessment summary reports or sales reports - 50 per roll number.

#### Authorization of an agent

**Note:** You will need your agent's Business Administrator myID username to proceed with the authorization process.

> To authorize an agent, from your Property Account page, check off the property(ies) you want to add an agent to and click Authorize Agent.

Calgary 🎂		LOBDEBBIE -
Q Search 🗸	Property Account	
Community Summary	# My properties 🚯 🔮 Agent clients 🔕 🔮 Property manager clients 🙆	U Property Account Tools
Sales Search		
₱ Map Search		3 agent to act on your behalf
🗠 Calgary Market Trends	Request Information from Respond to a Non-Residential Review and Update Assessment Assessment Request for Residential Property Details Information	Your Here Click to learn about appointing agent
🖬 My Assessment 🛛 🗸	Click to Request or View O Click to Respond or View O Click to Review or Update	0
# Property Account		Notifications
O Notice Delivery Preference	2019 Property Account(s) O Enable Filt	er () No notifications available current
Electronic Assessment Notice	Roll number Address Assessed	value
Business Account	13	0,500
% Links 🗸	4.34	0,000
Property owner how to guide >	15	5,000
🖪 Business owner how to guide >	1.51	0,000
Online evidence how to guide >	46	5,500
Publications & Forms	1.64	0.000
Revenue Neutral Tax > Calculator	165,34	0,000
Assessment Glossary		7 500
∲ FAQs >		7,500
	69	3,500
	277,89	0,000
	H 4 1 2 > H Page size: 10 + 18 items in 2 1	pagés
	Authorize Agentis     (+ Authorize Property Manager(s)     (+ Add Property Account)	

> The **Authorize Agent** window will appear. **Select the agent** from the drop down menu for the applicable roll year, then **click Submit**.

**Note:** You are able to add an agent to more than one property and one roll year at once, if you are adding the same agent. To add different agents to each property, this step must be done separately for each property.



If the agent is not listed in the drop down menu, click on the icon next to the corresponding year's drop down arrow.



> Once the new window appears, click on the top bar, enter the agent ID and click Submit.

~	Manage Age	nt Account
	B How-to Guide	
$\rightarrow$	Click to Add Agent	
~		
	Authorized Agent(s	5)
	myID	Agent Company
		ALTUS GROUP
~		
>		BIRCHWOOD PROPERTIES



#### **Request Information from Assessment**

- > To request additional information about your non-residential or multi-residential assessment, from your Property Account page, click on the roll number and select Property Detail.
- > Alternatively, you can **click** on the box **Request Information from Assessment** at the top of your **Property Account page** if it is displayed.



Note: If you have requested information previously, the button will say Request/View.

> Then **click** on the **Request button** on the right hand side next to the property account you wish to request information for.

Request li	nformation	from Assessment	t
2019 Property Ac	count(s)		🗇 Enable Filter
Roll Number	Address		
			Request
			Request
			Request / View

**Note:** Additional Information package is subject to a fee. You will be sent an invoice by **Corporate Billing & Accounts Receivable** once the processing is complete.

- > You will see four sections: Property Information, Requested Information, Contact Information and Summary.
- > The **Property Information** section is the first to open, once you have reviewed and confirmed the information, **click Next**.

🔊 Request Information About	~
The purpose of this online Assessment Information Request (AIR) form is for an assessed person and/or their authorized agent, to request, under Sec 299 of the Municipal Government Act, information about how the assessor prepared the assessment of the assessed person's property that may not a available on The City of Calgary Assessment website. The purpose of this online form is also for an assessed person and/or their authorized agent to request, under Section 300 of the Municipal Government Act, summary assessment information on other assessed properties (to a maximum of 5) th not be available on The City of Calgary website or through Assessment Search. Note: Assessment Information Packages have been renamed to Calgary Market Trends and are available on assessment search on the left hand side menu under Calgary Market Trends.	ion )e at may I <b>lgary</b>
Property Information	^
C Requested Information	^
Contact Information	^
C Summary	~
Please review requested summary. If everything is correct, click Submit to complete your request. Otherwise, click on the appropriate heading above to correct information in the category. Subject Property Account Roll Number	
Requested Information	
Contact Information	
Start Over Save Sub	mit

- > The second section, Requested Information will then open. Select the information you require, then click Next.
- This will lead you to the third section, Contact Information.
   Enter the required fields, then click Next.
- > When all fields have been completed, **click Submit**.

Request information About	
The purpose of this online Assessment i of the Municipal Government Act, inform on The City of Calgary Assessment webs Section 300 of the Municipal Governmer on The City of Calgary website or throug	formation Request (AIR) form is for an assessed person and/or their authorized agent, to request, under Section 25 ation about how the assessor prepared the assessment of the assessed person's property that may not be available te. The purpose of this online form is also for an assessed person and/or their authorized agent to request, under Act, summary assessment information on other assessed properties (to a maximum of 5) that may not be available A Assessment Search.
Property Information	
Requested Information	
Contact Information	
펼 Summary	
Nease review requested summary. If everythin nformation in the category. Subject Property Account	g is correct, click Submit to complete your request. Otherwise, click on the appropriate heading above to correct
Please review requested summary. If everythin nformation in the category. Subject Property Account Roll Number Location Address	g is correct. click Submit to complete your request. Otherwise, click on the appropriate heading above to correct 115068009 7139 OGDEN DALE RD SE
Vlease review requested summary. If everythin nformation in the category. Subject Property Account Roll Number Location Address Requested Information	g is correct. click Submit to complete your request. Otherwise, click on the appropriate heading above to correct 115068009 7139 OGDEN DALE RD SE
Please review requested summary, if everythin formation in the category. Subject Property Account Roll Number Location Address Requested Information 27 2017 Assessment Explanation Supplement (	g is correct. click Submit to complete your request. Otherwise, click on the appropriate heading above to correct 115066009 7139 OGDEN DALE RD SE
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lease review requested summary, if everythin information in the category. wbject Property Account Roll Number Location Address Requested Information Z 2017 Assessment Explanation Supplement ( Contact Information John Doe	g is correct. click Submit to complete your request. Otherwise, click on the appropriate heading above to correct 115066009 7139 OGDEN DALE RD SE
lease review requested summary, if everythin formation in the category. wbject Property Account Roll Number Location Address Requested Information 2 2017 Assessment Explanation Supplement ( Contact Information John Doe 403-555-5555 John.Doe@example.ca	g is correct. click Submit to complete your request. Otherwise, click on the appropriate heading above to correct 115068009 7139 OGDEN DALE RD SE
lease review requested summary, if everythin formation in the category. ubject Property Account Roll Number Location Address tequested information 2 2017 Assessment Explanation Supplement ( Contact Information John Doe 403-555-5555 John.Doe@example.ca	g is correct. click Submit to complete your request. Otherwise, click on the appropriate heading above to correct 115068009 7139 OGDEN DALE RD SE

#### Request additional assessment summary report views

- > To **request** additional assessment summary report views, **complete** and **submit** the paper form online.
- > Go to calgary.ca/assessment.
- > Click Forms & Publications under Related Links.

Popular links	
<ul> <li>Assessment Search</li> <li>Property assessment</li> <li>BIA assessment</li> <li>Forms &amp; publications</li> <li>Tax calculator</li> <li>Key dates</li> <li>Access code info</li> <li>Tax &amp; TIPP information</li> <li>FAQs</li> </ul>	

> Complete and submit the paper form Request additional views in assessment search.

#### **Contact information**

#### 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
Online	calgary.ca/assessment
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 personAlberta Government Services Building<br/>2nd floor, 710 4 Ave. S.W. Calgary