



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.

▪ 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.

The screenshot shows the 'myID password & security questions' page. At the top, there is a header with the Calgary logo and 'myID'. Below the header, the page title is 'myID password & security questions'. The form contains two input fields for a new password: 'Enter New Password (at least 5 characters)' and 'Confirm password'. Below these are three sections for security questions, each with a dropdown menu to 'Select the Question' and an input field to 'Enter your answer for question 1', '2', and '3' respectively. At the bottom, there are two buttons: 'Cancel' and '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.**

The screenshot shows the 'myID Account settings' page. At the top, there is a header with the Calgary logo and 'myID'. Below the header, the page title is 'Account settings'. The page is divided into several sections: 'My profile' with an 'Edit profile' button; 'Account linkups' with a 'Manage account linkups' button; 'Security questions' with a 'Change security questions' button; 'Password' with a 'Change password' button; and 'Account deactivation' with a 'Closing your myID account' link. At the bottom, there are two links: 'Questions about myID? Find out more in calgary.ca' and '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**.

Calgary

Search

- Property Search
- Community Summary
- Sales Search
- Map Search
- Calgary Market Trends

My Assessment

- Property Account
- Notice Delivery Preference**
- Electronic Assessment Notice
- Business Account

Links

- Property owner how to guide
- Business owner how to guide
- Online evidence how to guide
- Publications & Forms
- Revenue Neutral Tax

Notice Delivery Preference

Instructions

By default, assessed persons will receive their property assessment notices in paper form by mail. To register for eNotices, select Electronic under My Delivery Preference and click Submit. You should receive an email confirming you have successfully registered for eNotices. You can opt out of eNotices at any time by updating My Delivery Preference to Paper and clicking Submit.

To view your assessment notice(s) online, you must select Electronic under My Delivery Preference. The Notice Delivery Method may not match your Delivery Preference if another assessed person has selected paper for this property.

To view the contents on the back page of previous years assessment notices, contact us at 403-268-2888 and an electronic copy will be provided.

2019 Property Account(s) Select All

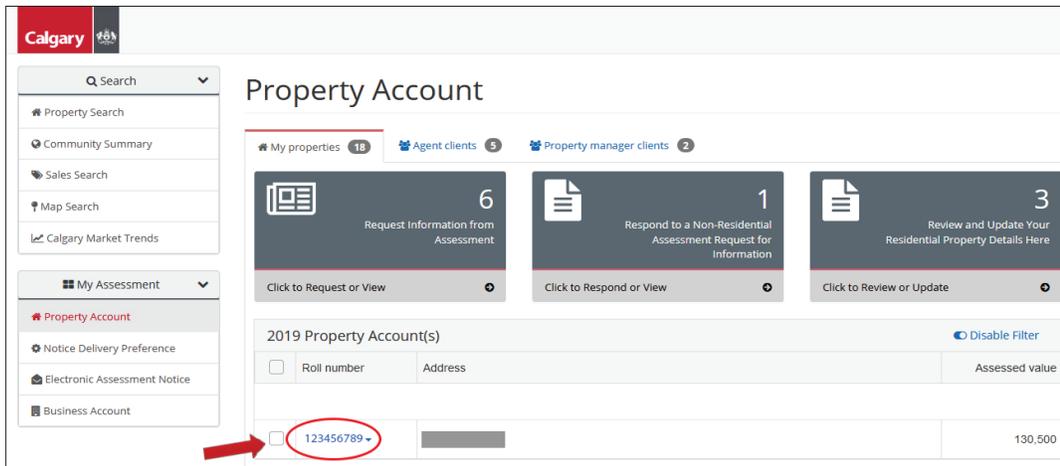
Select Electronic or Paper under My Delivery Preference and click Submit. Disable Filter

Roll Number	Address	Notice Delivery Method	My Delivery Preference
		Paper	<input type="radio"/> Electronic <input type="radio"/> Paper
		Paper	<input type="radio"/> Electronic <input type="radio"/> Paper

Submit **Reset**

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.



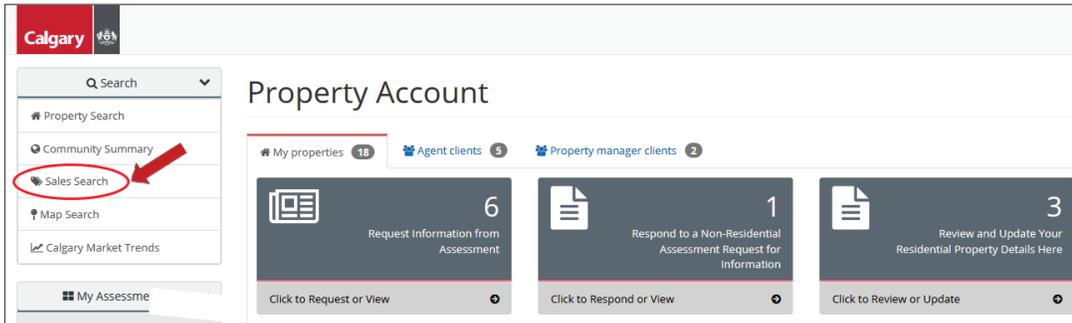
- > This report contains important information including the property characteristics used to prepare your most recent assessment.
- > This report is confidential and viewable only to you - the property owner.
- > Review your property information. If you need to make any changes, contact Assessment at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

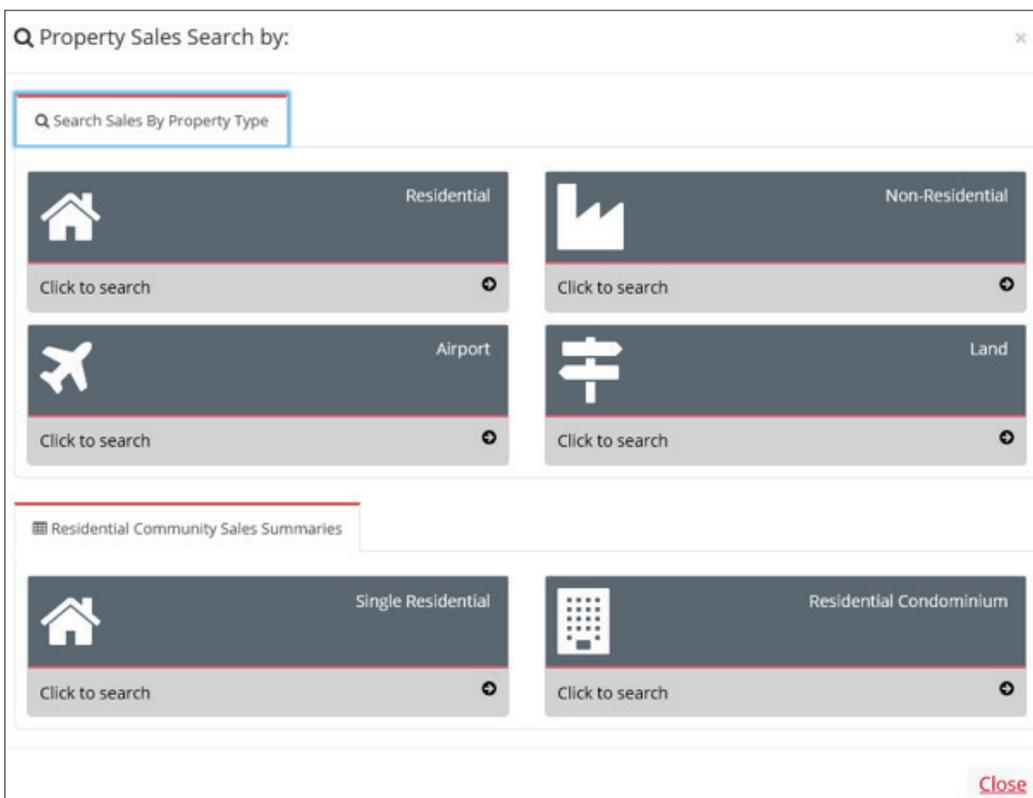
STEP 6: Review your market value for fairness and compare your assessment for equity

▪ Sales Search

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



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



> Enter the criteria you want to search for.

Q Property Sales Search by: Residential

Property Use: Single Residential

Land Only

Community:* None Search for community...

Street: None Search for street name...

Sales Price Range: 0 Unlimited

Building Type: Nothing selected

Structure Type: Nothing selected

* Indicates Required Fields

Back Clear Search Close

> 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 634

Q Search

- Property Search
- Community Summary
- Sales Search
- Map Search
- Calgary Market Trends

My Assessment

- Property Account
- Notice Delivery Preference
- Electronic Assessment Notice
- Business Account

Links

- Property owner how to guide
- Business owner how to guide
- Online evidence how to guide
- Publications & Forms
- Revenue Neutral Tax Calculator
- Assessment Glossary
- FAQs

Sales Search

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 assessment values are indicated by a green dot.

Click to enter search criteria

Residential: Single Residential @ Cranston ...

<input type="checkbox"/>	Address	Sale Date	Sale Price(\$)	Adjusted Sale Price(\$)	Portfolio Sale
<input type="checkbox"/>	█	2018-Jul-11	504,500	481,610	
<input type="checkbox"/>	█	2016-Aug-15	570,000	543,283	
<input type="checkbox"/>	█	2018-Aug-30	497,500	479,042	
<input type="checkbox"/>	█	2019-May-28	585,000	584,555	
<input type="checkbox"/>	█	2019-May-24	530,000	529,597	
<input type="checkbox"/>	█	2017-Jun-17	755,000	716,914	
<input type="checkbox"/>	█	2018-Mar-16	855,000	819,471	
<input type="checkbox"/>	█	2017-Nov-16	970,000	922,323	
<input type="checkbox"/>	█	2018-Aug-30	585,000	563,296	

Enable Filter

View 0 selected property on map

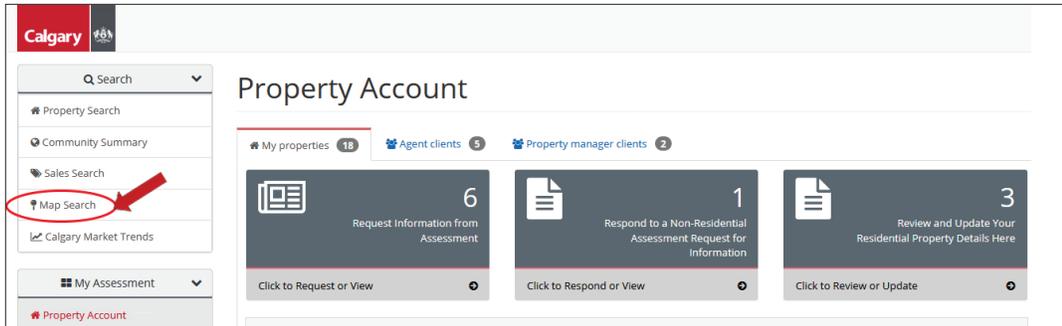
Export 0 selected property report

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.



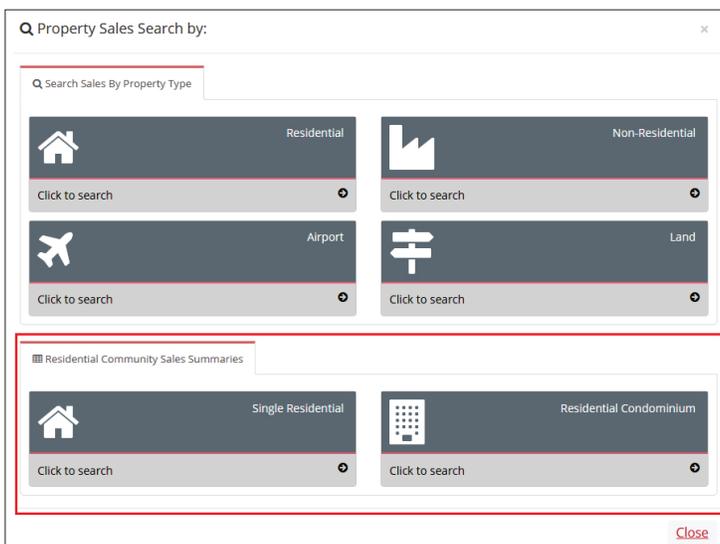
> The map displays location addresses and their assessed values. When you **click on a property**, you can **view its assessment summary report**.

> 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:

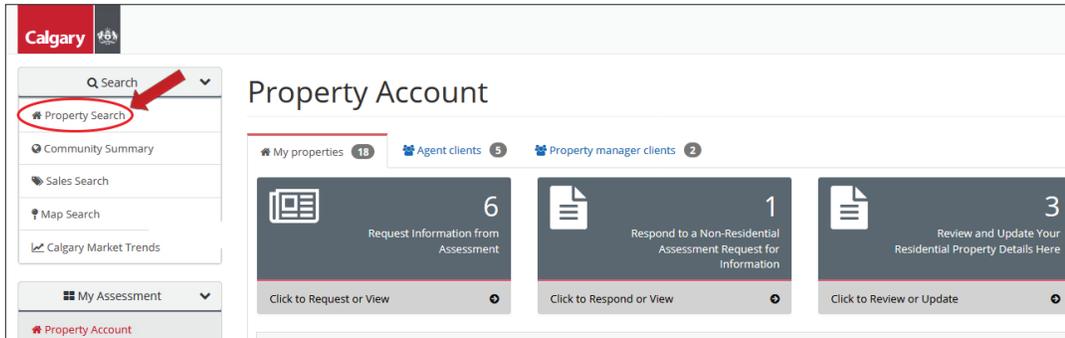
- address
- roll number
- community
- sales

> You can access community sales and market summary reports by clicking on the buttons marked below:

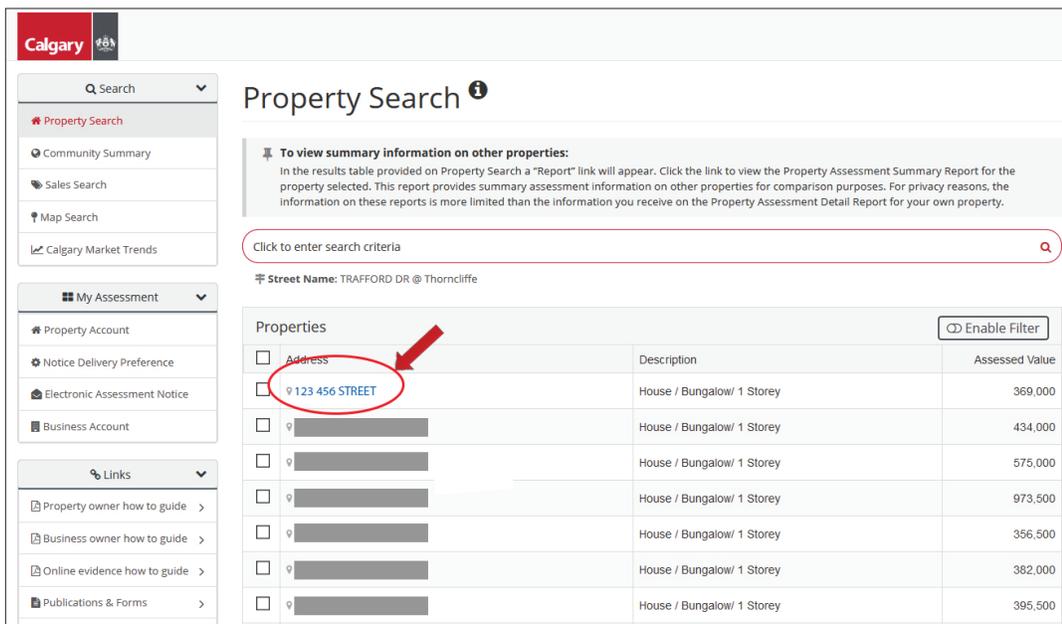
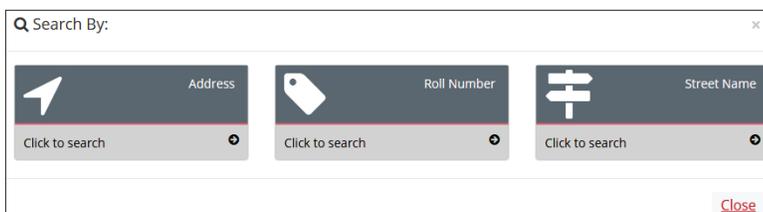


▪ Property Search

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.



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

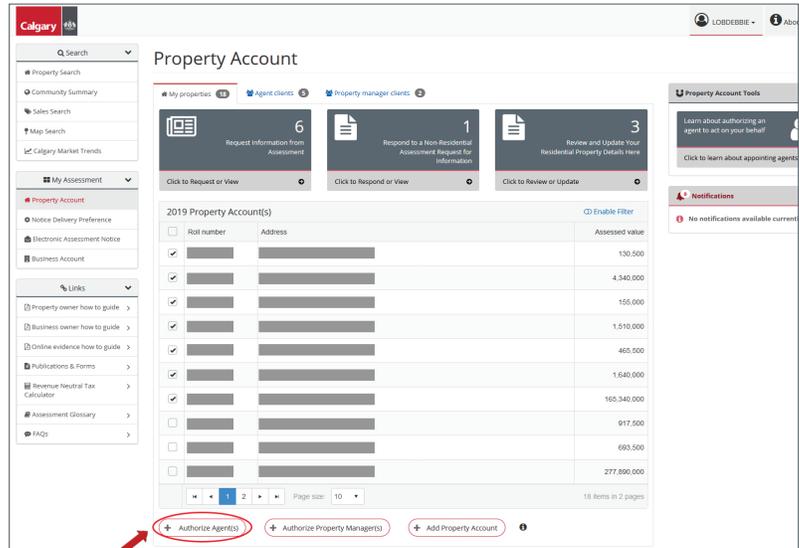


Note: You are able to access up to 50 property assessment summary reports or sales reports each year, per roll number. For example, if you have two roll numbers, you can access up to a combined total of 100 reports - either assessment summary reports or sales reports - 50 per roll number.

Authorization of an agent

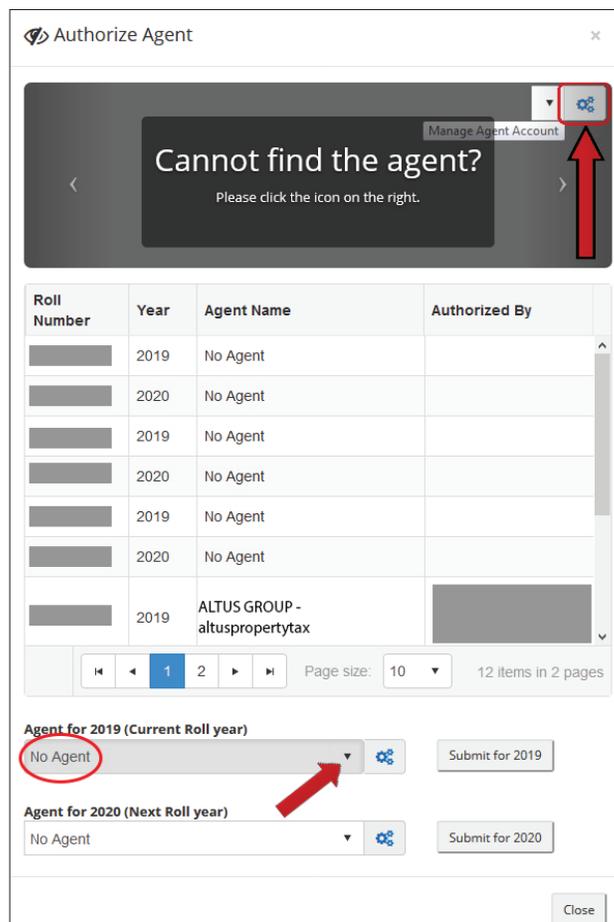
Note: You will need your agent's Business Administrator myID username to proceed with the authorization process.

- > 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**.



- > 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.

Agent for 2019 (Current Roll year)
No Agent [gear icon] Submit for 2019

Agent for 2020 (Next Roll year)
No Agent [gear icon] Submit for 2020

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

Manage Agent Account

How-to Guide

Click to Add Agent

myID	Agent Company
	ALTUS GROUP
	BIRCHWOOD PROPERTIES

Manage Agent Account

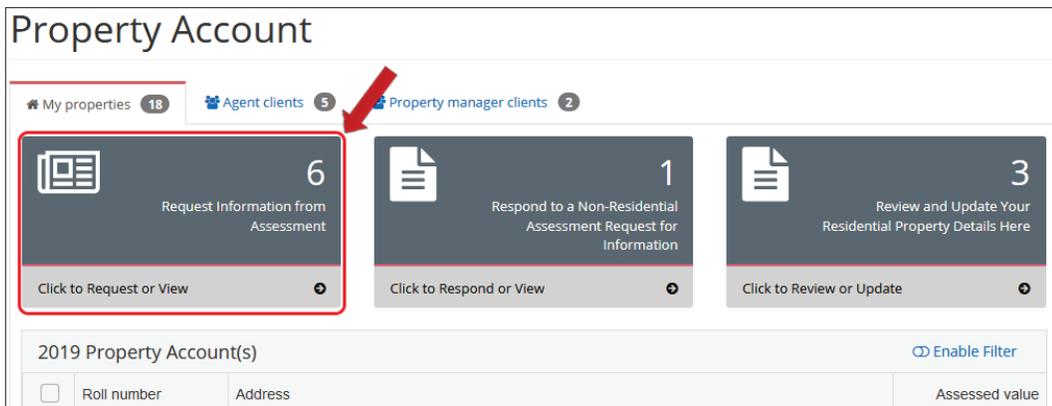
MyID?
MyID is a City of Calgary online account through which citizens can access property and business assessment search through secure login.

Agent myID: * 123456

Submit Close

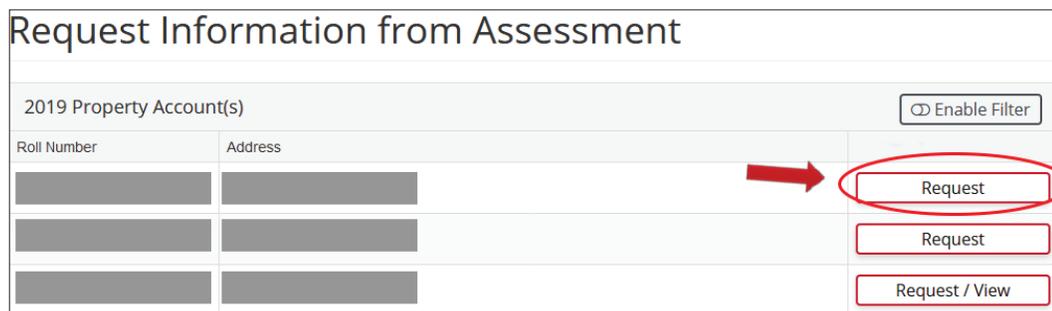
Request Information from Assessment

- > 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.



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 Section 299 of the Municipal Government Act, information about how the assessor prepared the assessment of the assessed person's property that may not be 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) that may 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.**

Property Information ▲

Requested Information ▲

Contact Information ▲

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
Location Address

Requested Information

Contact Information

[Start Over](#)
[Save](#)
Submit

- > 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 Information Request (AIR) form is for an assessed person and/or their authorized agent, to request, under Section 299 of the Municipal Government Act, information about how the assessor prepared the assessment of the assessed person's property that may not be 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) that may not be available on The City of Calgary website or through Assessment Search.

Property Information ▲

Requested Information ▲

Contact Information ▲

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	115068009
Location Address	7139 OGDEN DALE RD SE

Requested Information

2017 Assessment Explanation Supplement (AES)

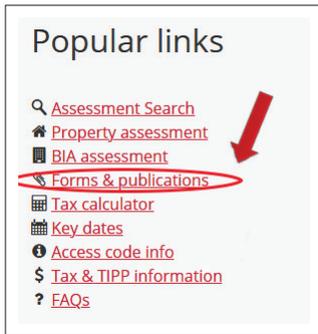
Contact Information

John Doe
 403-555-5555
 John.Doe@example.ca

[Start Over](#)
[Save](#)
Submit

▪ **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**.



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