



2025 Property Assessment Information Request (PAIR) Non-Residential / Multi-Residential

Please be advised there is a fee for submitting a 2025 Property Assessment Information Request (PAIR) if the information requested is available online. See page 2 for details.

The purpose of this form is for an assessed property owner of a **non-residential or multi-residential** property, 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 **non-residential or multi-residential** property that may not be available on The City of Calgary's Assessment or myTax website (Calgary.ca/myTax). An assessed property owner or their authorized agent may also request, under section 300 of the *Municipal Government Act*, summary assessment information about other assessed properties that may not be available on The City of Calgary's Assessment or myTax website.

To assist with completing this form, please refer to the *2025 Assessment Information Request Reference Guide* available at www.calgary.ca/assessment

SECTION A: Assessment Account Information

1. Property Assessment Roll Number

2. Property Address

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3. Name of the Assessed Property Owner

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4. Is the requester the:

- ☐ Assessed Property Owner (*complete Section B*)
☐ Agent (*complete Section C*)

SECTION B: Assessed Person Information

5. Requestor Contact Name

6. Telephone Number

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SECTION C: Agent/Representative Information

7. Agent Name/Company or Representative

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8. Agent Contact Name

9. Telephone Number

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10. Is the agent or representative authorized by the assessed person for the 2025 roll year?

- ☐ Yes
☐ No

SECTION D: Preferred Method of Delivery (*check one*)

11. Preferred method of delivery:

- ☐ E-mail: _____
☐ Mail: _____
☐ Pick-up

SECTION E: Information Requested

12. Which of the following 2025 Property Assessment roll types do you require information on?

- ☐ Annual
☐ Amended
☐ Supplementary



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13. Do you require the Assessment Explanation Supplement (AES) on the assessment for the property assessment roll number in Section A-1? **(Note: An AES provides a summary of the assessment including a description of the parcel and any improvements, approach to value used, valuation date, condition date, key factors, components and variables of the valuation model applied in preparing the assessment. If the AES is available online or available through online request, there is a \$50 fee).**

- ☐ Yes
☐ No

14. Do you require an AES on the annual assessment of other comparable assessed properties in the municipality? **(Note: If the AES for comparable properties are available online, there is a \$50 fee).** Please list the roll numbers for the properties below (maximum of 5):

1	
2	
3	
4	
5	

15. Do you require *Additional Information* for the property assessment roll number in Section A-1 that was available to the Assessor at the time the Assessment was prepared? **(Note: This may include previous years Assessment Requests for Information (ARFI), sales ARFI, subject photos, account correspondence, and appraisals. An additional \$100 fee applies as set out in Report C2014-0863, as approved by Council.)**

- ☐ Yes
☐ No

16. Do you require a Calgary Market Trends on the property assessment roll number in Section A-1? **(Note: All Calgary Market Trends documents are available on myTax)**

- ☐ Yes
☐ No

SECTION F: Acknowledgement and Certification

By signing, I acknowledge and certify that:

- I. I understand I am requesting non-residential or multi-residential property assessment information pertaining to the roll number(s) identified in Section A-1 and E-14 for the current assessment roll year only.
- II. I understand that, if I complete Section C of this form, I will only receive information from Assessment & Tax after the assessed person has granted authorization through the online authorization of agency process for the current assessment roll year.
- III. I understand I will be billed a **\$50** fee for the Property Assessment Information Request (PAIR) if the information requested is available online or available through online request.
- IV. If *Additional Information* on the subject property is requested, a **\$100** fee will be billed. Fees for assessment and taxation information are as set out in Report C2014-0863 and approved by Council.

Signature of Assessed Person or Agent/Representative: _____ Date: _____

Printed Name of Signatory Person and Title: _____

Billing Address: _____

Send this completed form and any other documentation to:

Mail: The City of Calgary
Assessment & Tax
P.O. Box 2100, STN M.
Calgary, AB T2P 2M5

Email: assessmentaoa@calgary.ca