



2023 Property Assessment Information Request (PAIR) *Single Residential*

Please be advised there is a fee for submitting a 2023 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 person of a **single 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 **single residential** property that may not be available on The City of Calgary's Assessment or Assessment Search website. An assessed person 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 Assessment Search website.

To assist with completing this form, please refer to the *2023 Assessment Information Request Reference Guide* available at www.calgary.ca/assessment

SECTION A: Single Residential Assessment Account Information

1. Single Residential 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 2023 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 2023 Property Assessment roll types do you require information on?

- Annual
 Amended
 Supplementary



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13. Do you require the Property Detail Report on the assessment for the property assessment roll number in Section A-1? (**Note:** The Property Detail Report is available, at no charge, through The City of Calgary's Assessment Search website. The Report provides a summary of the assessment, valuation date, condition date, approach to value used, a description of the parcel and any improvements, key factors, components and variables that may be included in the valuation model applied in preparing the assessment).

- Yes
- No

14. Do you require a Property Summary Report on the annual assessment of other comparable assessed **single residential** properties in the municipality? 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 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 Residential Market Trend Report* on the property assessment roll number in Section A-1? (**Note:** All Market Trend Reports are available free of charge on assessment search. The Market Trend Reports contain key factors, components, and variables that were used in the valuation model applied in preparing the assessment of the subject single residential property.)

- Yes
- No

SECTION F: Acknowledgement and Certification

By signing, I acknowledge and certify that:

- I. I understand I am requesting **single 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 (14.), a **\$100** fee will be billed. Fees for assessment and taxation information are 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: _____

<i>Send this completed form and any other documentation to:</i>	
Mail: The City of Calgary Assessment & Tax P.O. Box 2100, STN M. Calgary, AB T2P 2M5	Email: assessmentaoa@calgary.ca