

**Alberta Municipal Affairs**

# Guide for the Exchange of Assessment Information: Market Value Properties

*Municipal Government Act (MGA) and Regulations*



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## Purpose of this Guide

The purpose of this guide is to define best practices regarding requests for information by an assessment jurisdiction under Sections 294 and 295 of the *Municipal Government Act* (MGA) and standards of information for typical residential and non-residential property types that should be provided in response to a request for assessment information under Sections 299 and 300 of the MGA. Specialized property types (e.g., hotels, golf courses) may require additional or specific information.

This guide will be utilized as the primary basis of review should a Compliance Review request be filed with Assessment Services Branch (ASB) of Alberta Municipal Affairs. Should the practices recommended herein not be adhered to by assessment jurisdictions in Alberta, they may be found non-compliant and subject to discipline and/or penalty by the Minister. Additionally, this guide should be followed by Assessment Review Boards when hearing complaints on assessment issues regarding the exchange of assessment information.

## Intent and Principles of Sections 295 of the MGA

The intent of Section 295 of the MGA and associated regulations is assessors should be able to request information regarding an assessed person's property:

- that is necessary to prepare an assessment;
- determines if property is to be assessed; and
- any information prescribed or described in the regulations for the assessor to carry out his or her duties and responsibilities under parts 9 to 12 of the MGA.

This information may be used to determine the assessment of a specific property and also to produce the assessment roll through mass appraisal. Accurate and complete information leads to more accurate assessed values.

Any sensitive information collected under Section 295 must be held in confidence by the assessment jurisdiction in order to protect confidentiality.

If an assessed person does not provide the information requested by an assessment jurisdiction within the statutory time frame of 60 days under Section 295(4) of the MGA, the assessed person may lose their right to file a complaint regarding their assessment with the Assessment Review Board (ARB).

## Intent and Principles of Sections 299 and 300 of the MGA

The intent of both Sections 299 and 300 of the MGA and associated regulations is an assessed person should be able to request information about the assessment of property they own, as well as other properties in the municipality in order to understand how their assessment was prepared. In the case of property an assessed person owns, the intention of the legislation under Section 299 is to ensure they are able to obtain detailed information about their property assessment; but only summary information on the assessment of comparable properties under Section 300.

The term “prepared” refers to how the assessed value was arrived at. In other words, what are the key metrics used in calculating the assessment. This information should include the value and description of any adjustments or factors applied outside of an assessment model, such as a view lot or a location adjustment. However, section 33(3) in Matters Relating to Assessment and Taxation (MRAT) Regulation expressly states coefficients in a mass appraisal model are not included in the prescribed information to be provided.

For example, on a property valued by way of the income approach, information provided may include the rent, vacancy rate, expense rate, and cap rate applied in valuing the property. At the point of a 299 or 300 request, the assessor is not obligated to provide evidence in defence of the numbers used in calculating the assessment but is obligated to show the numbers used.

Recent court decisions in Alberta have broadly interpreted Sections 299 and 300. These sections were never intended to require an assessment jurisdiction, upon a request for information; to provide an unlimited amount of information; detailed information to defend the assessment; or additional information available after the initial request.

The principles guiding Sections 299 and 300 of the MGA and related sections of the MRAT and Matters Relating to Assessment Complaints (MRAC) Regulations are:

- A taxpayer may request information from a municipality at any time during the tax year under Section 299 and 300. A Section 299 and 300 request is meant to provide information for an assessed person to understand how their assessment was arrived at. Information disclosures under MRAC are meant to provide information in defence of an assessment for the assessment review board process. The two processes are distinct and additional information may be provided in the assessment review board process that supports the preparation of the assessment but was not used to prepare the assessment (e.g., a study of capitalization rates prepared by a third party).
- Information provided under Section 299 is limited to the assessed property. Information provided under Section 300 includes assessment information about other properties in the municipality that are comparable.
- Information available to taxpayers under Sections 299 and 300 must be accessible, transparent, and complete while protecting confidentiality and privacy.
- Municipalities must only provide information under a Section 299 or 300 request that is related to the current tax year.

## **Standards for the Exchange of Assessment Information**

The following sections detail the types of information that an assessment jurisdiction may ask of an assessed person under Section 295 and information that should be provided by an assessment jurisdiction in reply to Section 299 and 300 requests. The type of information required by an assessment jurisdiction in preparing the assessment roll and that an assessed person requires in order to understand how their assessment was arrived at will vary based on the type of property and the valuation approach used in estimating property assessments. Therefore, the information that can be requested by an assessment jurisdiction under Section 295 and should be provided by an assessment jurisdiction in response to Section 299 and 300 requests, will vary.

The following sections will also define the types of information that may be requested by an assessment jurisdiction under Section 295 and should be provided by an assessment jurisdiction in response to Section 299 and 300 requests by property type and the valuation approach applied in the assessment. While the charts throughout this guide provide examples of information that may be common among many municipalities, it is recognized municipalities may not always record or rely upon the same information. Therefore, municipalities are not expected to provide information that they do not have, or have not relied upon in determining an assessment.

## Vacant Land (all property types)

### Section 295 Requests - Vacant Land

Most information regarding vacant land and its use can be gathered from the Land Registry, municipal records, or by visual inspection under Section 294 of the MGA. However, in some instances an assessment jurisdiction may request information under Section 295 to verify property details and sale information, such as:

Section 295 Requests	
Type of Information	Type of Information
Verification of sale price.	Verification of sale date.
Conditional sale date.	Real estate listing information including the list price and the real estate broker.
Conditions of sale (e.g., arms-length transaction, forced or distressed sale, mortgage foreclosure, court ordered sale, conditional upon rezoning, option to purchase, multiple property transaction, lease-back arrangement)	Verification of property characteristics, including but not limited to: total area, level (and type) of servicing, active leases (e.g., well sites, tower sites, substations, etc.) and, if applicable, lease terms.
Current primary use, as well as any future planned use of the property or if it was a holding purchase and the land will remain vacant in the short or long term.	Information pertaining to allocations of land use; such as farmland, residential, commercial or residential.
Any known problems identified for the property at the date of sale (e.g., environmental contamination, easements, rights-of-ways, or covenants)	A copy of any recent impact or environmental study completed by the current property owner to investigate the extent of any physical or economic effect the known problems have on the property.

## Section 299 Requests - Vacant Land

The following information should be provided in response to a Section 299 request for assessment information relating to vacant land where the information is both available and has been used in calculating the assessment of a property.

<b>Section 299 Requests</b>	
<b>Type of Information</b>	<b>Type of Information</b>
<b><u>General Information Pertaining to the Subject Property</u></b>	
Roll Number	Civic Address
Legal Description	Total Assessed Value for the current tax year.
Valuation approach utilized	Description and explanation of valuation approach
Subject property sales history (up to 3 years)	Photo(s) of the subject property, if available
Information previously provided by the current owner that has been used in calculating the assessment (if specifically requested).	Access to a map detailing the subject property
<b><u>Characteristics of the Subject Property</u></b>	
Lot size	Lot zoning
Lot configuration, if used as a factor in valuation	Site valuation influences (e.g., access)
Level of site servicing (e.g. unserviced, partial, full)	Any known registered easements, right-of-way, or covenants that are believed to affect value.
<b><u>Valuation Information</u></b>	
The value and description of any adjustments (either negative or positive) applied outside of an assessment model; for example, but not limited to a corner lot or view adjustment (adjustments applied within an assessment model as part of the mass regression formula are not subject to disclosure under this guide).	The value and description of any factor (either negative or positive), as defined by the MGA and regulations, applied in addition to an assessment model; for example, a neighbourhood or location factor (factors applied within an assessment model as part of the mass regression formula are not subject to disclosure under this guide).
A list of, access to, or ability to independently search for property sales in the subject property's market area (the assessor is not obliged to identify specific comparable sales; however, it is the burden of the assessed person to determine which property sales they consider comparable).	



## Section 300 Requests – Vacant Land

The following information should be provided in response to a Section 300 request for assessment information relating to vacant land where the information is both available and has been used in calculating the assessment of a property.

Section 300 Requests	
Type of Information	Type of Information
<b><u>General Information Pertaining to the Property</u></b>	
Roll Number	Civic Address
Legal Description	Total Assessed Value for the current tax year
Valuation approach utilized	Description and explanation of valuation approach
Access to a map detailing the property	Photo(s) of the property, if available
<b><u>Characteristics of the Property</u></b>	
Lot size	Lot zoning
Lot configuration	Access
Current utilities and site services	Any known registered easements, right-of-way, or covenants that are believed to affect value.
<b><u>Valuation Information</u></b>	
The value and description of any adjustments (either negative or positive) applied outside of an assessment model; for example, but not limited to, a corner lot or view adjustment (adjustments applied within an assessment model as part of the mass regression formula are not subject to disclosure under this guide).	The value and description of any factor (either negative or positive), as defined by the MGA and regulations, applied in addition to an assessment model; for example, a neighbourhood or location factor (factors applied within an assessment model as part of the mass regression formula are not subject to disclosure under this guide).

## Residential Properties – Including Single Family Dwellings, Townhouses, and Duplexes

### Section 295 Requests – Residential Properties

Most information regarding residential properties can be gathered from the Land Registry, municipal records, or by visual inspection under Section 294 of the MGA. However, in some instances, an assessment jurisdiction may request information under Section 295 to verify property details, including construction of the property or information on the purchase or sale of the property, such as:

Section 295 Requests	
Type of Information	Type of Information
<b><u>General Information and Construction Details Pertaining to the Subject Property</u></b>	
Construction completion date	Total cost of construction (a detailed itemized breakdown)
Name of the general contractor or builder	Verification of property characteristics, including physical attributes of the exterior and interior
<b><u>Sales and General Information Pertaining to the Subject Property</u></b>	
Verification of sale price	Verification of sale date
Conditional sale date	Real estate listing information including the list price and the real estate broker
Conditions of sale (e.g., arms-length transaction, forced or distressed sale, mortgage foreclosure, court ordered sale, conditional upon rezoning, option to purchase, multiple property transaction, lease-back arrangement.)	Condition of the property at the time of sale, including details of any repairs, renovations or upgrades and the year they were completed, including associated construction costs.
Verification of total area sold including the portion of the subject property sold.	Current primary use as well as any future planned use of the property or if it was a holding purchase.
Any known problems identified for the property at the date of sale/ (e.g., environmental contamination, easements, rights-of-ways, or covenants).	A copy of any recent impact or environmental study completed by the current property owner to investigate the extent of any physical or economic effect the known problems have on the property.

## Section 299 Requests – Residential Properties

The following information should be provided in response to a Section 299 request for assessment information relating to residential properties where the information is both available and has been used in calculating the assessment of a property.

<b>Section 299 Requests</b>	
<b>Type of Information</b>	<b>Type of Information</b>
<b><u>General Information Pertaining to the Subject Property</u></b>	
Roll Number	Civic Address
Total Assessed Value for the current tax year	Valuation approach utilized
Subject property sales history (up to 3 years)	Description and explanation of valuation approach
Information previously provided by the current owner that has been used in calculating the assessment (if specifically requested).	Indication of costing manual (if utilized as the basis of assessment)
Reference where an assessed person can find a copy of the indicated costing manual (the assessor is not obliged to provide access to, a copy of, or excerpts from the indicated manual; this is the burden of an assessed person).	Exterior and interior photos of the subject property, if available.
Sketch of improvements (not including blueprints or approved building plans)	Access to a map detailing the subject property
<b><u>Characteristics of the Subject Property</u></b>	
Defined style, manual class, and quality	Description of style, manual class, and quality
Year built	Effective year
Lot size	Lot zoning
Foundation type	Finished basement area
Total size of improvement	Number of bedrooms, if available and used in the valuation.
Number of bathrooms, if available and used in the valuation.	Garage Type
<b><u>Valuation Information</u></b>	
The value and description of any adjustments (either negative or positive) applied outside of an assessment model; for example, but not limited to, a corner lot or view adjustment (adjustments applied within an assessment model as part of the mass regression formula are not subject to disclosure under this guide).	The value and description of any factor (either negative or positive), as defined by the MGA and regulations, applied in addition to an assessment model; for example, a neighbourhood or location factor (factors applied within an assessment model as part of the mass regression formula are not subject to disclosure under this guide).
The value and description of all attributes, rates, adjustments, modifiers, and multipliers utilized in the valuation of a property if a costing manual has been utilized as the basis of the valuation.	A list of, access to, or ability to independently search for property sales in the subject property's market area (the assessor is not obliged to identify specific comparable sales; however, it is the burden of the assessed person to determine which property sales they consider comparable.)

## Section 300 Requests – Residential Properties

The following information should be provided in response to a Section 300 request for assessment information relating to residential properties where the information is both available and has been used in calculating the assessment of a property.

Section 300 Requests	
Type of Information	Type of Information
<b><u>General Information Pertaining to the Property</u></b>	
Roll Number	Civic Address
Total Assessed Value for the current tax year	Valuation approach utilized
Description and explanation of valuation approach	Indication of costing manual (if utilized as the basis of assessment)
Reference where an assessed person can find a copy of the indicated costing manual (the assessor is not obliged to provide access to, a copy of, or excerpts from the indicated manual; this is the burden of an assessed person).	Photo(s) of the property, if available
Access to a map detailing the property	
<b><u>Characteristics of the Property</u></b>	
Defined style, manual class, and quality	Description of style, manual class, and quality
Year built	Effective year
Lot size	Lot zoning
Foundation type	Finished basement area
Total size of improvement	Number of bedrooms, if used in the valuation
Number of bathrooms, if used in the valuation	Garage Type
<b><u>Valuation Information</u></b>	
The value and description of any adjustments (either negative or positive) applied outside of an assessment model; for example, but not limited to, a corner lot or view adjustment (adjustments applied within an assessment model as part of the mass regression formula are not subject to disclosure under this guide).	The value and description of any factor (either negative or positive), as defined by the MGA and regulations, applied in addition to an assessment model; for example, a neighbourhood or location factor (factors applied within an assessment model as part of the mass regression formula are not subject to disclosure under this guide).
The value and description of all attributes, rates, adjustments, modifiers, and multipliers utilized in the valuation of a property if a costing manual has been utilized as the basis of the valuation.	

## Condominium Units

### Section 295 Requests – Condominium Units

Most information regarding residential properties can be gathered from the Land Registry, municipal records, or by visual inspection under Section 294 of the MGA. However, in some instances an assessment jurisdiction may request information under Section 295 to verify property details, including construction of the property or information on the purchase or sale of the property, such as:

Section 295 Requests	
Type of Information	Type of Information
<u>Sales and General Information Pertaining to the Unit</u>	
Verification of sale price	Verification of sale date
Conditional sale date	Real estate listing information including the list price and the real estate broker.
Conditions of sale (e.g., arms-length transaction, forced or distressed sale, mortgage foreclosure, court ordered sale, conditional upon rezoning, option to purchase, multiple property transaction, lease-back arrangement)	Condition of the unit at the time of sale, including details of any repairs, renovations, or upgrades done to the unit recently, including associated construction costs.
Verification of total area sold	Current primary use as well as any future planned use of the unit or if it was a holding purchase and will remain vacant in the short or long term.
Any known problems identified for the unit at the date of sale, such as deferred maintenance or otherwise that affected the sale price.	

## Section 299 Requests – Condominium Units

The following information should be provided in response to a Section 299 request for assessment information relating to condominium units where the information is both available and has been used in calculating the assessment of a property.

<b>Section 299 Requests</b>	
<b>Type of Information</b>	<b>Type of Information</b>
<b><u>General Information Pertaining to the Subject Unit</u></b>	
Roll Number	Civic Address
Total Assessed Value for the current tax year	Valuation approach utilized
Subject unit sales history (up to 3 years)	Description and explanation of valuation approach
Information previously provided by the current owner that has been used in calculating the assessment (if specifically requested).	Exterior and interior photos of the subject property, if available.
Sketch of floor plan (not including blueprints or approved building plans)	Access to a map detailing the subject building.
<b><u>Characteristics of the Subject Unit</u></b>	
Defined style, manual class, and quality	Description of style, manual class, and quality
Year built	Effective year
Unit size	Lot zoning
Number of bedrooms	Number of bathrooms
Number of assigned parking stalls	Location of parking stalls – interior or exterior
<b><u>Valuation Information Pertaining to the Subject Unit</u></b>	
The value and description of any adjustments (either negative or positive) applied outside of an assessment model; for example, but not limited to, a corner lot or view adjustment (adjustments applied within an assessment model as part of the mass regression formula are not subject to disclosure under this guide).	The value and description of any factor (either negative or positive), as defined by the MGA and regulations, applied in addition to an assessment model; for example, a neighbourhood or location factor (factors applied within an assessment model as part of the mass regression formula are not subject to disclosure under this guide).
A list of, access to, or ability to independently search for property sales in the subject property's market area (the assessor is not obliged to identify specific comparable sales; however, it is the burden of the assessed person to determine which property sales they consider comparable).	Market study summaries to support adjustments, such as corner view or location in a building, which must not include any information that can identify the property, unit, owner, or tenant from which any confidential information was obtained.

## Section 300 Requests – Condominium Units

The following information should be provided in response to a Section 300 request for assessment information relating to condominium units where the information is both available and has been used in calculating the assessment of a property.

<b>Section 300 Requests</b>	
<b>Type of Information</b>	<b>Type of Information</b>
<b><u>General Information Pertaining to the Unit</u></b>	
Roll Number	Civic Address
Total Assessed Value for the current tax year	Valuation approach utilized
Description and explanation of valuation approach	Exterior photos of the property
Access to a map detailing the property	
<b><u>Characteristics of the Unit</u></b>	
Defined style, manual class, and quality	Description of style, manual class, and quality
Year built	Effective year
Unit size	Lot zoning
Number of bedrooms	Number of bathrooms
Number of assigned parking stalls	Location of parking stalls – interior or exterior
<b><u>Valuation Information</u></b>	
The value and description of any adjustments (either negative or positive) applied outside of an assessment model; for example, but not limited to, a corner lot or view adjustment (adjustments applied within an assessment model as part of the mass regression formula are not subject to disclosure under this guide).	The value and description of any factor (either negative or positive), as defined by the MGA and regulations, applied in addition to an assessment model; for example, a neighbourhood or location factor (factors applied within an assessment model as part of the mass regression formula are not subject to disclosure under this guide).

## Apartments and Multi-Residential Properties

### Section 295 Requests – Apartments and Multi-Residential Properties

Some information regarding apartments and multi-residential properties can be gathered from the Land Registry, municipal records, or by visual inspection under Section 294 of the MGA. However, in many instances an assessment jurisdiction requires more detailed information and may request information under Section 295 to verify property details, including construction of the property, information on the purchase or sale of the property, or the income and expense information, such as:

Section 295 Requests	
Type of Information	Type of Information
<b><u>General Information and Construction Details Pertaining to the Subject Property</u></b>	
Construction completion date	Total cost of construction (a detailed itemized breakdown)
Confirmation of distribution of unit types, (e.g. studio/bachelor, one bedroom, two bedrooms, etc.), as well as number of parking stalls.	Who the general contractor was
<b><u>Sales Information Pertaining to the Subject Property</u></b>	
Verification of sale price	Verification of sale date
Determining interim sale date or the beginning of negotiations for the purchase.	Real estate listing information including the list price and real broker.
Conditions of sale (e.g., arms-length transaction, forced or distressed sale, mortgage foreclosure, court ordered sale, conditional upon rezoning, option to purchase, multiple property transaction, lease-back arrangement)	Condition of the property at the time of sale, including details of any repairs, renovations, or upgrades done to the property recently by the current owner, including associated construction costs.
Verification of property characteristics, including total area sold.	Current primary use as well as any future planned use of the unit or if it was a holding purchase and will remain vacant in the short or long-term.
Details of any repairs, renovations, or upgrades done to the property recently by the current owner, including associated construction costs.	Total annual rental income, including breakdown of parking and rental unit revenue for the property at the time of sale.
Detailed or general expense break-down for the property at the time of sale.	Actual vacancy rate at the time of sale
Property manager contact information	Rental rates by each unit type (i.e., studio/bachelor, one bedroom, two bedrooms, etc., as well as number of parking stalls.



<p>Detailed rent roll including unit number, tenant name, sub-tenant name, leased property address, occupier, lease status (i.e., new lease, renewal, extension, month to month, annual), lease type, and total leased area.</p>	<p>Details of any tenant inducements that were provided in negotiating lease arrangements by tenant and unit number.</p>
<p>Total annual revenue for the property from all sources (rent, laundry, expense recoveries, and parking for example).</p>	<p>Total annual expenses as itemized by the assessment jurisdiction (examples include, but not limited to, management, utility, building maintenance, common area expenses, and insurance expenses).</p>
<p>Actual expense recoveries by unit type.</p>	<p>Actual vacancy and collection loss for the year.</p>

## Section 299 Requests – Apartments and Multi-Residential Properties

The following information should be provided in response to a Section 299 request for assessment information relating to multi-residential properties where the information is both available and has been used in calculating the assessment of a property.

<b>Section 299 Requests</b>	
<b>Type of Information</b>	<b>Type of Information</b>
<b><u>General Information Pertaining to the Subject Property</u></b>	
Roll Number	Civic Address
Total Assessed Value for the current tax year	Valuation approach utilized
Subject property sales history (up to 3 years)	Description and explanation of valuation approach
Information previously provided by the current owner that has been used in calculating the assessment (if specifically requested).	Exterior and interior photos of the subject property, if available.
Sketch of floor plan (not including blueprints or approved building plans).	Access to a map detailing the subject property.
<b><u>Characteristics of the Subject Property</u></b>	
Defined style, manual class, and quality	Description of style, manual class, and quality
Year built	Effective year
Number of stories	Total building size
Total unit count	Unit mix by number of bedrooms
Average unit size	Average number of bedrooms/unit
Total Land Size	Site coverage
Number of parking stalls	Parking stall mix – interior and exterior
<b><u>Valuation Information Pertaining to the Subject Property</u></b>	
Market rental rates by unit type and unit count	Total potential gross income (PGI)
Overall vacancy rate applied in the valuation	Expense rate applied in the valuation
Effective gross income (EGI) by unit type	Total effective gross income calculation
Total net operating income (NOI) calculation	Cap rate or gross income modifier utilized
A list of, access to, or ability to independently search for property sales in the subject property's market area (the assessor is not obliged to identify specific comparable sales; however, it is the burden of the assessed person to determine which property sales they consider comparable).	Market study summaries to support adjustments, such as location etc., or income variables used in the valuation. These reports must not include any information that can identify the property, owner, or tenant from which any confidential information was obtained nor the lease end date or term.

## Section 300 Requests – Apartments and Multi-Residential Properties

The following information should be provided in response to a Section 300 request for assessment information relating to multi-residential properties where the information is both available and has been used in calculating the assessment of a property.

Section 300 Requests	
Type of Information	Type of Information
<b><u>General Information for the Property</u></b>	
Roll Number	Civic Address
Total Assessed Value for the current tax year	Valuation approach utilized
Description and explanation of valuation approach	Exterior photos of the property
Access to a map detailing the property	
<b><u>Characteristics of the Property</u></b>	
Defined style, manual class, and quality	Description of style, manual class, and quality
Year built	Effective year
Number of stories	Total building size
Total unit count	Unit mix by number of bedrooms
Total land size	Number of parking stalls
Parking stall mix – interior and exterior	
<b><u>Valuation Information for the Property</u></b>	
Market rental rates by unit type and unit count	Total potential gross income (PGI)
Overall vacancy rate applied in the valuation	Expense rate applied in the valuation
Effective gross income (EGI) by unit type	Total effective gross income calculation
Total net operating income (NOI) calculation	Cap rate or gross income modifier utilized

## Commercial and Industrial Properties

### Section 295 Requests – Commercial and Industrial Properties

Some information regarding commercial and industrial properties can be gathered from the Land Registry, municipal records, or by visual inspection under Section 294 of the MGA. However, in many instances an assessment jurisdiction requires more detailed information and may request information under Section 295 to verify property details, including construction of the property, information on the purchase or sale of the property, or the income and expense information, such as:

Section 295 Requests	
Type of Information	Type of Information
<b><u>General Information and Construction Details Pertaining to the Subject Property</u></b>	
Construction completion date	Total cost of construction (a detailed itemized breakdown)
Information on the size of the unit	Parking spaces
Approval for expenditures (AFE) and close-out reports	
Who the general contractor was	Building information including standard of measurement used, number of buildings, total gross area, number of floors, and total rentable and vacant areas.
<b><u>Sales Information Pertaining to the Subject Property</u></b>	
Verification of sale price	Verification of sale date
Conditional sale date	Real estate listing information, including the list price and real broker.
Conditions of sale (e.g., arms-length transaction, forced or distressed sale, mortgage foreclosure, court ordered sale, conditional upon rezoning, option to purchase, multiple property transaction, lease-back arrangement)	Verification of any business interest or chattels included in the sale (i.e., existing business, franchise fees, fixtures, etc.)
Verification of total area sold	Condition of the property at the time of sale, including details of any repairs, renovations, or upgrades done to the property recently by the current owner, including associated construction costs.
Current primary use as well as any future planned use of the unit or if it was a holding purchase and will remain vacant in the short or long-term.	Any known problems identified for the unit at the date of sale, such as deferred maintenance or otherwise that affected the sale price.
Total annual rental income, including breakdown of parking and rental unit revenue for the property at the time of sale.	Detailed or general expense break-down for the property at the time of sale.

<b><u>Income and Expense Information for the Subject Property</u></b>	
Property manager contact information	Rental rates by unit type (e.g., retail or office etc. as well as number of parking stalls)
Total annual revenue for the property from all sources (rent, expense recoveries, and parking for example).	Detailed rent roll (must include rental rate, lease start date, term, and expiry)
Details of any tenant inducements that were provided in negotiating lease arrangements by tenant and unit number.	Total annual expenses as itemized by the assessment jurisdiction (examples include, but not limited to, management, utility, building maintenance, common area expenses, and insurance expenses).
Actual expense recoveries by unit type	Actual vacancy and collection loss for the year

## Section 299 Requests - Commercial and Industrial Properties – Cost Approach

The following information should be provided in response to a Section 299 request for assessment information relating to commercial and industrial properties, by way of the cost approach to value, where the information is both available and has been used in calculating the assessment of a property.

Section 299 Requests	
Type of Information	Type of Information
<b><u>General Information Pertaining to the Subject Property</u></b>	
Roll Number	Civic Address
Valuation approach utilized	Description and explanation of valuation approach
Subject property sales history (up to 3 years)	Total land value for the current tax year
Total improvement value for the current tax year	Total Assessed Value for the current tax year
Information previously provided by the owner that has been used in calculating the assessment (if specifically requested).	Indication of costing manual (if utilized as the basis of assessment)
Reference where an assessed person can find a copy of the indicated costing manual (the assessor is not obliged to provide access to, a copy of, or excerpts from the indicated manual; this is the burden of an assessed person).	Exterior and interior photos of the subject property, if available.
Sketch of floor plan of each building (not including blueprints or approved building plans).	Access to a map detailing the subject property
<b><u>Characteristics of the Subject Property</u></b>	
Defined style, manual class, and quality	Description of style, manual class, and quality
Year built	Effective year
Number of stories	Total area of building of each building on site
Building quality applied to each building or area	Area of mezzanines by mezzanine type
Overall site coverage	
All variables and attributes applied in the valuation including the quality and value assigned to each in the valuation.	The value and description of any manual adjustment (either negative or positive) applied in the valuation; for example, but not limited to, a corner lot, location, or site configuration.
The value and description of any factor (either negative or positive), as defined by the MGA, applied in the valuation; for example, a neighbourhood or location factor.	The value and description of all attributes, rates, adjustments, modifiers, and multipliers utilized in the valuation of a property if a costing manual has been utilized as the basis of the valuation.
Total replacement cost new (RCN) of all improvements.	Total depreciation applied to the RCN of all improvements.

<p>Market study summaries to support adjustments, such as location, etc., or income variables used in the valuation. These reports must not include any information that can identify the property, owner, or tenant from which any confidential information was obtained nor the lease end date or term.</p>	
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Section 299 Requests - Commercial and Industrial Properties – Income Approach

The following information should be provided in response to a Section 299 request for assessment information relating to commercial and industrial properties, by way of the income approach to value, where the information is both available and has been used in calculating the assessment of a property.

Section 299 Requests	
Type of Information	Type of Information
<b><u>General Information Pertaining to the Subject Property</u></b>	
Roll Number	Civic Address
Total Assessed Value for the current tax year	Valuation approach utilized
Subject property sales history (up to 3 years)	Description and explanation of valuation approach
Information previously provided by the current owner that has been used in calculating the assessment (if specifically requested).	Interior and exterior photos of the subject property, if available.
Sketch of floor plan (not including blueprints or approved building plans)	Access to a map detailing the subject property
Defined style, manual class, and quality	Description of style, manual class, and quality
Year built	Effective year
Number of stories	Unit sizes by unit type
Site coverage	Number of parking stalls
<b><u>Valuation Information</u></b>	
Market rental rates by unit type and unit size	Total potential gross income (PGI)
Overall vacancy rate applied in the valuation	Expense rate applied in the valuation
Structural reserve amount applied in the valuation	Effective gross income (EGI) by unit type
Total effective gross income calculation	Total net operating income (NOI) calculation
Cap rate or gross income modifier utilized	A list of, access to, or ability to independently search for property sales in the subject property's market area (the assessor is not obliged to identify specific comparable sales; however, it is the burden of the assessed person to determine which property sales they consider comparable).
Market study summaries to support adjustments, such as location, etc., or income variables used in the valuation. These reports must not include any information that can identify the property, owner, or tenant from which any confidential information was obtained nor the lease end date or term.	



### Section 300 Requests - Commercial and Industrial Properties – Cost Approach

The following information should be provided in response to a Section 300 request for assessment information relating to commercial and industrial properties, by way of the cost approach to value, where the information is both available and has been used in calculating the assessment of a property.

Section 300 Requests	
Type of Information	Type of Information
<b><u>General Information</u></b>	
Roll Number	Civic Address
Valuation approach utilized	Description and explanation of valuation approach
Total land value for the current tax year	Total improvement value for the current tax year
Total Assessed Value for the current tax year	Indication of costing manual (if utilized as the basis of assessment)
Access to a map detailing the subject property	Exterior photos of the property
<b><u>Characteristics of the Property</u></b>	
Defined style, manual class, and quality	Description of style, manual class, and quality
Year built	Effective year
Number of stories	Total area of building of each building on site
Building quality applied to each building or area	Area of mezzanines by mezzanine type
Overall site coverage	
<b><u>Valuation Information</u></b>	
All variables and attributes applied in the valuation including the quality and value assigned to each in the valuation.	The value and description of any manual adjustment (either negative or positive) applied in the valuation; for example, but not limited to, a corner lot, location, or site configuration.
The value and description of any factor (either negative or positive), as defined by the MGA, applied in the valuation; for example, a neighbourhood or location factor.	The description of all attributes, adjustments, modifiers, and multipliers utilized in the valuation of a property if a costing manual has been utilized as the basis of the valuation.
Total replacement cost new (RCN) of all improvements.	Total depreciation applied to the RCN.

## Section 300 Requests - Commercial and Industrial Properties – Income Approach

The following information should be provided in response to a Section 300 request for assessment information relating to commercial and industrial properties, by way of the income approach to value, where the information is both available and has been used in calculating the assessment of a property.

<b>Section 300 Requests</b>	
<b>Type of Information</b>	<b>Type of Information</b>
<b><u>General Information</u></b>	
Roll Number	Civic Address
Total Assessed Value for the current tax year	Valuation approach utilized.
Description and explanation of valuation approach	Exterior photos of the property
Access to a map detailing the property	
<b><u>Characteristics of the Property</u></b>	
Defined style, manual class, and quality	Description of style, manual class, and quality
Year built	Effective year
Number of stories	Unit sizes by unit type and measurement
Site coverage	Number of parking stalls
<b><u>Valuation Information</u></b>	
Rental rates by unit type and unit size	Total potential gross income (PGI)
Overall vacancy rate applied in the valuation	Expense rate applied in the valuation
Structural reserve amount applied in the valuation	Effective gross income (EGI) by unit type
Total effective gross income calculation	Total net operating income (NOI) calculation
Cap rate or gross income modifier utilized	

### **Additional Information that may be provided under Section 301 of the MGA**

Section 301 of the *Municipal Government Act* (MGA) states:

“A municipality may provide information in its possession about assessments if it is satisfied that necessary confidentiality will not be breached.”

The following additional information may be provided at the discretion of the assessment jurisdiction to assist an assessed person in understanding the assessment process. However, this information is not required to be provided under the MGA or associated regulations.

1. Coefficients utilized in valuing properties developed from a regression model, including the value of each coefficient. Under MRAT Section 33(3) assessment jurisdictions are not required to provide coefficients used in mass appraisal and developed for a multiple regression model. However, an assessment jurisdiction may provide this information at their discretion if they are satisfied confidentiality will not be breached and the security of the assessment roll will not be compromised.
2. Summary of field inspection notes describing measurements, quality and condition, age, location, site coverage, etc.
3. Third party market reports or studies relied upon in the valuation of a property so long as the report is publicly available and/or the author of the report has approved its distribution.
4. Access to view a copy of the costing manual utilized in the valuation of the subject property under a Section 299 request at the office of the assessment jurisdiction during normal operating hours. The copy of the valuation manual would be the property of the assessment jurisdiction and copyrighted by the author so it should not be copied in whole or in part nor leave the premises.

### **Information that should not be provided under a Section 299 or 300 request**

The purpose of a request for information under Section 299 or 300 of the MGA is for an assessed person to understand how their assessment was arrived at. For the assessment review board process the disclosure of information requirements under the MRAC Regulation apply.

Under a Section 299 request, an assessed person is only able to receive detailed information about their own property not that of any other property. Section 300 requests provide only summary information on properties not owned by the assessed person. The following information is deemed to be sensitive and/or confidential and should not be provided under Section 299, 300, or 301 of the MGA.

<b>Type of Information</b>	<b>Rationale</b>
Complete market studies containing confidential information such as tenant names, lease-end dates, or other commercially sensitive financial information.	Protection of third-party confidentiality
Sales analysis information on any property other than the subject property under Sec. 299.	Protection of third-party confidentiality
Communication between the assessor and any third party that is deemed to be confidential.	Protection of third-party confidentiality
Any report pertaining to a subject property unless previously provided by the current owner filing the request or where the current owner of the subject property is authorized by the author of the report to read it.	Protection of third-party confidentiality
Any report, or portion of a report, on a property not owned by the person requesting the report (or their authorized agent) that contains confidential information; unless authorized by both the owner of the property and the author of the report.	Protection of third-party confidentiality

**\*Any of the above mentioned information may be provided under disclosure at the discretion of the assessment jurisdiction or by an order of the appropriate Assessment Review Board, in accordance with the MGA and MRAC regulation, and so long as confidentiality is ensured through appropriate measures. Any breach of confidentiality will be subject to appropriate penalties under relevant legislation.**