Lacombe County Assessment Department
Lacombe County, RR3
Lacombe, Alberta T4L 2N3
assessment@lacombecounty.com
403-782-6601

Roll Number:

Date of Request:
Response Due:

RE: Assessment Request for Information

Legal Description:

Short Legal:

SALE VALIDATION SURVEY

Dear Citizen:

Lacombe County Assessment Department actively verifies property details through physical inspections, interviews, questionnaires/surveys and listings to fairly and accurately prepare property assessments throughout the year. Recently, Land Titles notified us of a change in the registered ownership of this property. Will you please assist us by clearly completing ALL the questions in this survey regarding the recent sale/purchase of this property. Please attach a second sheet if you find there is not enough room to complete some of the questions. Details about property assessment and inspections can be found on our webpage at: https://www.lacombecounty.com/living-here/assessment/

Three options available to return the survey are:

1. Email: assessment@lacombecounty.com Please include your roll number in the subject line.

2. Mail: Lacombe County, Assessment Department
   Lacombe County, RR 3
   Lacombe, Alberta T4L 2N3

3. Drop-Off:
   Lacombe County Administration Office
   40403 Range Road 274
   Lacombe County, Alberta

Alternatively, you may wish to contact us to discuss and/or arrange for an assessor to physically visit your property to confirm the details of the transaction. Not providing information requested by the assessor may result in any assessment complaint filed with an Assessment Review Board being dismissed by the Board.

The Province of Alberta has enabled the assessor to collect information to prepare property assessments in the *Municipal Government Act, Chapter M-26-1 2017, Section 294*

(1) After giving reasonable notice to the owner occupier of any property, an assessor may at any reasonable time, for the purpose of carrying out the duties and responsibilities of the assessor under Parts 9 to 12 and the regulations,
(a) enter on and inspect the property,
(b) request anything to be produced, and
(c) make copies of anything necessary to the inspection.

Section 295

(1) A person must provide, on request by the assessor, any information necessary for the assessor to carry out the duties and responsibilities of an assessor under Parts 9 to 12 and the regulations.

(4) No person may make a complaint in the year following the assessment year under section 460 or, in the case of designated industrial property, under section 492(1) about an assessment if the person has failed to provide any information requested under subsection (1) within 60 days from the date of the request.

Your survey is included with this letter, or you may wish to complete the survey online as a fillable document at: https://www.lacombecounty.com/media/pa3nas1i/lc-sale-verifcation-survey-2025-26-for-web.pdf and send back to us using one of the three options mentioned. Please ensure all questions on the survey are completed along with your property's roll number included in the document.

Thank you for providing the requested information as accurately as possible and participating in preparing fair and equitable market value assessments in Lacombe County. Please contact us to discuss any questions about the survey you may have. You may do so by email at assessment@lacombecounty.com or by phone at 403-782-6601.

Part I – Details of the Sale

SALE PRICE: **SALE DATE:** (reported to us by Land Titles)

1. How did you know the property was for sale?

☐. Realtor ☐. Newspaper/Internet Listing ☐ Word of Mouth ☐. For Sale by Owner ☐ Auction
☐ Lease back or Vendor take back mortgage ☐. Other:_____

2. Was the sale influenced by any unusual circumstances? ☐ No ☐ Foreclosure
☐ Forced sale/purchase ☐ Financing ☐ Partial Interest ☐ Other:_____

3. Was the property purchased from a developer?

4. Did the sale involve a trade or exchange of properties?

5. Were the parties to the sale related? **(If yes, circle response below)**

☐ Sale between PARENT & CHILD, GRANDPARENTS & GRANDCHILDREN, OR SIBLINGS.
☐ Sale between NON-IMMEDIATE FAMILY MEMBERS (i.e. uncle/aunt, niece/nephew, cousins).
☐ Sale between BUSINESS/CORPORATE AFFILIATES of the same parent company and/or shareholders.
☐ Sale between friends or neighbors

6. In your opinion, does the sale price reflect the fair market value of the real estate on the date of sale? (i.e. Do you feel you paid too much or got a good deal) If no, please explain.

_____

_____

7. If the sale includes more than one parcel, please indicate the value of each parcel.

_____

_____

8. Was there an appraisal completed on the property? (If yes, please enter the date, amount, and who supplied it below).

_____

9. What was the *primary* use of the property *at the time of sale*?

☐ RESIDENTIAL – VACANT ☐ RESIDENTIAL –NON-FARM - SINGLE FAMILY ☐ RESIDENTIAL – FARM
☐. AG LAND – CULTIVATED ☐ AG LAND – PASTURE ☐ COMM/INDUSTRIAL – VACANT
☐. COMM/INDUSTRIAL – IMPROVED ☐ RECREATIONAL ☐ OTHER: _____

10. If the primary use selected above included "Residential – Farm" or "Ag land" please tell us about the agricultural products grown/produced on the property within the last year.

_____

_____

11. Do you intend to continue this activity?

12. If yes, please indicate the approximate number of sales of agricultural products total for this year.

☐ less than $5,000 ☐ $5,000 – $10,000 ☐ more than $10,000

Would you be able to provide evidence of "sales" if asked?
An assessor is required to verify a reasonable amount of sales to determine the property's status as a 'farming operation'.

13. Was a *secondary* use occurring on the property *at the time of sale?* (Indicate use below)
a. NON-RESIDENTIAL OR BUSINESS (e.g. repair shop, welding shop, trucking shop or hair salon): Please describe:

_____

14. Was an income earned from renting a portion of the property *at the time of sale?*
Please indicate what the income resulted from:
☐ LEASE OF A BUILDING ON THE PROPERTY
☐ NON-RESIDENTIAL PAD SITE: (e.g. Energy (well site/solar) or Comm Tower Site Lease).
☐ LEASE OF AN AREA ON THE PROPERTY
☐ Other: _____
Yearly Rent Received $_____ Term of Lease: 20_____ to 20_____
The County asks for information about the earning potential of a property to understand the impact it may have on the agreed upon sale price.

15. Was any personal property included in the sale price (e.g. appliances, furniture, equipment, machinery, RV's, livestock, crops, inventory, etc)? - (If yes, please indicate below the items and the amount negotiated for the items).

_____

_____

16. Other than the residence, how many other buildings/improvements are on the property and approximately how much value did they contribute to sale price? (i.e. Arch rib shop - $15,000, Detached Garage $20,000)

_____

_____

Part II – Property Information

1. Was the property partly or fully serviced *at the time of sale?*
☐ Fully serviced ☐ Water (cistern/well) ☐ Power ☐ Gas (natural or other) ☐ Sewer (municipal or septic)

1a. Are there any solar arrays installed on the property?

IF THE PROPERTY IS A **VACANT PARCEL OF LAND**, DISREGARD QUESTIONS 2 - 7, CONTINUE TO – **QUESTION 8.**
IF THE PROPERTY CONTAINS AT LEAST ONE **RESIDENCE**, PLEASE ANSWER **QUESTIONS 2 – 7** FOR **EACH.**

2. What type of substructure does the residence have? ☐ Concrete ☐ Treated Wood ☐ Concrete Block
☐ Concrete/Pile (No Basement) ☐ Grade Beam/Pile ☐ Wood Sills (No Basement) ☐ Blocking (No Foundation)
☐ Steel Piles ☐ Other:_____

3. What type of heat does the residence have?

☐ Forced Air ☐ Pulse F/A ☐ Hot Water ☐ Gravity ☐ Electric
☐ Radiant Roll (in Slab) ☐ Radiant Roll (in joist) ☐ Geo-thermal **i.** Other: _____

4. Does the residence have air conditioning?

5. Does the residence have any basement development (e.g. bedroom, bathroom, or family rooms)?

How much (%) of the area is developed? _____ Total number of developed rooms? _____
Is there basement kitchen?

5.a Is the basement a walk out basement?
5.b Is there a basement entry?

6. Please indicate the type and number of plumbing fixtures, including those in the basement, main, and upper levels. (Please specify any hot tubs, saunas, pools, etc. in "Other".)

Bathroom/Plumbing Description	Basement/Lower	Main	2nd Flr/Upper Flrs
Kitchen Sink			
2pc (sink, toilet)			
3pc (sink, toilet, tub, or shower)			
4pc (sink, toilet, tub/shower combo)			
4pc (sink, toilet, tub, separate shower stall)			
5pc (double sink, toilet, tub, shower stall)			
Laundry/Bar sink			
Other (specify)			

7. Please indicate if the residence has any fireplaces.

Type	Basement/Lower	Main	2nd Flr/Upper Flrs
Wood Fireplace (built-in)			
Freestanding Wood Stove			
Natural Gas Fireplace (built-in)			
Electric Fireplace (built-in)			

8. Has the property changed since the sale/purchase (such as additions, renovations, or demolitions, addition/removal of services)? (If yes, please describe any changes below).

_____

_____

Certification

Please fill out the contact information below so we can contact you if we have further questions.

_____ _____ _____
(Signature) (Please Print Name) (Date)

Phone: _____(day) _____(evening)

Email:_____

Thank you for your cooperation!
If you have any questions regarding this request for information, please contact your assessor at the Lacombe County Administrative Office at 403-782-6601.