



REQUEST DATE: May 1, 2026
RESPONSE DATE: July 1, 2026

RE: 2026 ASSESSMENT REQUEST FOR INFORMATION - INCOME & EXPENSE DATA

Lacombe County is required to prepare an assessed value for each property in the municipality, using mass appraisal, reflecting the typical market conditions, as of July 1 each year. We are requesting the income, expense, and vacancy data related to your property to better monitor real estate markets in Lacombe County (assessed values are supported by market data including sale prices, rents and expenses, vacancy rates, etc.). We appreciate your assistance in providing the requested information for the *most recent fiscal year ending prior to July 1, 2026*, so we can prepare accurate assessments as efficiently and equitably as possible.

This information is collected for assessment purposes as required in *Municipal Government Act* (MGA) sections 294 and 295. This information is necessary to maintain an accurate and fair assessed value for your property. An Assessor may follow-up incomplete submissions with a visit to the property, email, and/or phone call to clarify information received. An Assessment Review Board may choose not to hear a complaint about the property assessment if information is not provided in a compliant manner.

We would appreciate it if you could complete and return the attached “**Assessment Request for Information – Income/Expense**” form(s) detailing occupancy, income, and expense data for your property **before July 1, 2026**, using one of the following options:

- **Mail:** Assessment Department, Lacombe County, RR 3, Lacombe, Alberta, T4L 2N3.
- **Email:** assessment@lacombecounty.com
- **Drop off at:** Lacombe County Administration Building, 40403 Rge Rd 274.

To be considered compliant,

- Please complete the information on the table as provided in your survey. The submission of both a ‘rent roll’ AND financial statements will also be considered compliant.

If you have questions or require assistance responding to this request, please contact an Assessor at 403-782-6601 or email your question to us at assessment@lacombecounty.com. If you require a copy of the attached form it can be found at: <https://www.lacombecounty.com/en/living-here/assessment.aspx> or provided to you via email upon request. It may be completed and submitted using one of the methods stated above. Please make information as legible as possible.

Information received will be protected in accordance with the privacy provisions of the MGA, R.S.A. 2000, c.M-26, the Protection of Privacy Act, S.A. 2024, c.P-28.5 and utilized by the Assessment Department to complete their duties under the MGA Parts 9-12.

We appreciate your participation in this process, thank you in advance for your cooperation.

A handwritten signature in blue ink that reads "Angel Svennes" followed by a horizontal line.

Angel Svennes, AMAA
Manager of Assessment Services, Lacombe County
Enc.

The personal information collected through the Assessment Request for Information process is collected for the purposes of property tax assessment under MGA Parts 9-12. This collection is authorized by section 4 of the Protection of Privacy Act subsection (a) the collection of the personal information is expressly authorized by another enactment of Alberta, Municipal Government Act, subsection (c) that information relates directly to and is necessary for an activity of Lacombe County, including a common or integrated program or service, and the Municipal Government Act Parts 9-12. For questions about assessment, please contact Lacombe County Assessment Services at: 403-782-6601 or assessment@lacombecounty.com. For questions about the collection of personal information, contact Lacombe County's Privacy and Access Coordinator at: 403-782-6601.



CONFIDENTIAL

Assessment Request for Information –
Income/Expenses

Vacation Rental Property - 2026

Assessment Services
Lacombe County, RR 3
Lacombe, AB T4L 2N3
403-782-6601

assessment@lacombecounty.com

DATE OF REQUEST :	MAY 1, 2026	RESPONSE DUE :	JULY 1, 2026
Property Owner :		Roll Number :	
Mailing Address :		Property Address :	
Contact Person :		Contact Number :	
Property Name :		Date Prepared :	
Total Sites on Property :		Contact e-Mail :	

Please complete the survey below by providing the rental income from each rental accommodation and expenses for operating. ALTERNATIVELY: you may wish to provide a copy of your most recent Rent Roll and audited financial statements.

PROPERTY INCOME						
Suite or Unit #	# of Bdrms	# of Nights Occupied by Owner (not available for rent)	# of Nights Available for Rent	# of Available Nights Vacant	Asking Rent / Available Night	Actual Rent Received per night
<i>Example: Main House</i>	4	183	182	90	\$350	\$300

If you need extra space, please attach additional page.

Other Income (Annual)	
Income Type	Annual Amount
Cleaning Fees	\$
Pet Fee	\$
Other: _____	\$
Other: _____	\$

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Roll:

PROPERTY EXPENSES (Actual Annual Property Expenses) <i>(DO NOT INCLUDE mortgage, bank charges, debt charges, depreciation, or business expenses)</i>	
General:	Amount Paid
Professional Fees (Advertising / Accounting / Legal)	\$
Management Fee:	\$
Caretaker Suite Rent / Wage	\$
Cleaning Fees / Supplies	\$
Annual Insurance	\$
Licensing Fees	\$
Other: _____	\$
TOTAL ACTUAL ANNUAL REPORTED EXPENSES	\$

Replacements	Quantity	Total Cost (over current year only)
Equipment		
Fridge		\$
Stove		\$
Dishwasher		\$
Washer		\$
Dryer		\$
Other: _____		\$
Improvements	Capital Expenses	Repair Expenses
Roof	\$	\$
Exterior Finish	\$	\$
Windows / Doors	\$	\$
HVAC	\$	\$
Decks / Balconies	\$	\$
Cabinetry	\$	\$
Flooring	\$	\$
Plumbing Fixtures	\$	\$
Painting / Decorating	N/A	\$
Other: _____	\$	\$
Other: _____	\$	\$

* Capital Expense gives a lasting benefit, advantage or extends the useful life of your property or improves it beyond its original condition. (e.g. the cost of replacing a roof – every 20 years)

** Repair Expense is one that generally reoccurs over a short period. (e.g. the cost of painting the interior of a suite – completed each year)

COMMENTS

APPRAISAL			
Was there an appraisal done on the property in the last 3 years?		Yes	No
If yes, Date of Appraisal:	Purpose of Appraisal:	Amount:	

CERTIFICATION	
All information provided herein has been examined by me and it true, current, and complete to the best of my knowledge.	
Signature:	Name:
Contact Number:	Email:
Date:	

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