

Property Owner or Occupant

Date of Request: October 17, 2025
Response Date: December 16, 2025

RE: 2025 REQUEST FOR INFORMATION REGARDING PROPERTY CHANGES FOR THE 2026 TAX YEAR FOR:

Property Description:
Legal Desc:
Short Legal:
Roll(s):

Dear Sir or Madam:

Lacombe County is required to prepare a property assessment for each property in the municipality each year. On properties where non-residential (commercial/industrial) usage is occurring, it is essential for the Assessor to gather the information requested below from the assessed person or the holder of the assessed property to evaluate the property. Will you please assist the Assessor by returning this information so the *2025 assessment* of the property for *taxation in 2026* may be completed in an accurate manner.

This request is made under the authority of the *Municipal Government Act* s.294 & s.295:

294(1) *After giving reasonable notice to the owner or 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.*

295(1) *A person must provide, on request by an 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(1)... ... about an assessment if the person has failed to provide any information requested under subsection (1) within 60 days of the date of the request).*

The information returned will be used to prepare the annual property assessment for the property accurately and equitably. Reported information will be managed in accordance with the privacy provisions of the *Municipal Government Act*, R.S.A. 2000, c.M-26 and the *Protection of Privacy Act*, S.A. 2024, c.P-28.5. and utilized by the Assessment Department to prepare the assessment as required under the *MGA* Parts 9-12.

Will you please contact the Assessor if you have questions or need assistance. Communication with the Assessor is important; starting a dialogue early may ease the reporting process saving you time and resources.

For each building, piece of equipment, and/or site area utilized for manufacturing, fabricating, processing or retailing a product or service please detail any additions, removals, or changes (refurbishment, replaced, replaced-in-kind, etc) to the property since the last inspection or report.

You may wish to include information such as:

- Legal land location of all parcels used in the operation,
- An estimate of the area on each parcel and/or structure,
- Description of building and/or equipment including usage for each item,
- Age/install or modernization date of the building and/or equipment,
- Size, Capacity, Pressure, Flow Rate, Quantity (number of units), etc
- Construction type (steel, wood, concrete, etc),
- “Asset” tracking, make/model, and/or serial numbers, any other information useful to identify the item and analyze the attached costs,
- Cost of Construction Materials, Installation and/or Labour,
- Transportation/Shipping Cost of equipment or construction materials (including Duties if applicable),
- Cost of Site Work/Site Improvements (leveling, gravel, paving, fencing, lighting),
- Cost of Permit, Architect, Inspection, and/or Commissioning fees,
- Any other relevant information about changes or improvements to your property

To get you started, please find included a table you may wish to use to report your changes to the property. Alternatively, you may wish to provide us with a spreadsheet or other report containing the requested information.

Completed requests may be returned by mail or email to:

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

If you are a mixed-use property (residential and commercial/industrial) you do not need to provide information about the residence or residential buildings at this time.

********* When reporting information, please be sure to include current contact information including **contact name, legal company name, phone number, e-mail address, and mailing address.**

PLEASE NOTE: If you fail to report the requested information prior to **December 16, 2025**, your right to appeal may be affected. An assessment will be prepared using any available information that is determined appropriate and necessary to do so.

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



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.