

# Assessment Bulletin

Phone: 780-422-1377

Fax: 780-422-3110

lgsmail@gov.ab.ca

www.gov.ab.ca/ma

15th Floor Commerce Place

10155 - 102 Street

Edmonton, AB T5J 4L4

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## *Requests for Property and Assessment Information in 2002*

The purpose of this bulletin is to inform municipalities and assessors about three specific requests for property and assessment information that will be made by Alberta Municipal Affairs in 2002.

### **Assessment Audit**

*The forms and manner for reporting information and statistics for the department's 2002 annual assessment audit program will be the same as it was in 2001.*

Municipalities are required each year to report, **by April 1**, information and statistics to the Assessment Services Branch of Alberta Municipal Affairs for the annual assessment audit program.

The assessor, who typically prepares the information, may refer to the instructions and forms in the document *Reporting Information for Assessment Audit, 2001 Version*, until the 2002 version is available. The declaration forms and the formal request for information is scheduled to be sent to municipalities by end of January 2002.

### **Equalized Assessment**

*The forms and manner for reporting the 2002 assessment roll information for the department to prepare the equalized assessment will be the same as it was in 2001.*

Municipalities are required each year to report, **by April 1**, information and assessments to the Assessment Services Branch of Alberta Municipal Affairs for the calculation of equalized assessments.

Municipalities will continue to use the *Municipality's Return, Assessment and Valuation* hard copy forms as the means to report the 2002 assessment roll information. Municipalities can expect to receive the forms and the formal request for information by the end of February 2002.

### **Assessment Shared Services Environment (ASSET) System**

***Municipalities can expect to upload information into the ASSET system before the summer of 2002.***

The department has accepted the recommendation of the Equalized Assessment Panel Technical Committee for a transition plan to implement the Panel's recommendations. The plan calls for municipalities to report, directly into *ASSET*, specific information similar to that for a detailed audit for all properties on the 2002 assessment roll. The information is to be reported by June 30, 2002.

This transitional provision will enable municipalities and assessors to become familiar with the *ASSET* system and provide the means to detect and resolve any operative or technical problems encountered by *ASSET* users.

Municipalities and assessors can expect to receive the formal request for information by the end of March 2002.

***For the 2003 tax year the transition plan moves toward tighter quality standards and reporting timelines.*** In this year, municipalities will be required to:

- Prepare the assessment roll by **February 28, 2003** with no extensions,
- Meet the quality standards using *ASSET* ratio study tools, and
- Report all assessments and standard tax liability codes on *ASSET* by **April 1, 2003**.

***The transition plan ends in the 2004 tax year.*** For this year, municipalities will be required to:

- Meet the quality standards using *ASSET* ratio study tools,
- Report declared assessments and standard tax liability codes on *ASSET* by **January 31, 2004**, with no extensions, and
- Prepare the assessment roll by **February 28, 2004**, with no extensions.