

## Request for Information (RFI) 2023

### Single Family Residential

### Deadline May 9th, 2023

The Regional Municipality of Wood Buffalo Assessment Services department is committed to collecting and maintaining accurate and up-to-date property information. Accurate property data provides a solid foundation in developing fair and equitable property assessment values.

We collect property information in number of ways, including:

- Property site visits
- Industry sources (market sales, land titles, developers, builders, appraisers)
- New construction plans
- Requests for Information to property owners (either through mailing or doorstep interaction)

Requests for Information (RFI) are mailed annually to owners of all property types including single family residential, residential condominiums and manufactured homes. The RFI process cycles through different neighbourhoods within the municipality, so you won't receive one every year for the same property.

**Please submit the RFI form one of three ways:**

- complete the attached document and drop off, mail, fax or email back to the address at the end of the form.
- contact the Pulse line to request an online questionnaire be emailed to you
- go to [rmwb.ca/assessments](http://rmwb.ca/assessments) and complete the Request for Information online form

Completing the form should only take about 10 minutes, if you have any questions, please call **PULSE at 780-743-7000** or toll free at 1-800-973-9663.

Thank-you in advance for your assistance to keep our property information accurate and up to date.

Please note that under section 295(4) of the Municipal Government Act (MGA), failure to provide this requested information may result in the loss of the right to make a complaint about your assessment.

*s. 295(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.*

**SECTION 1 - Owner Contact Information**

Account # : \_\_\_\_\_ Civic Address: \_\_\_\_\_  
 Owner Name : \_\_\_\_\_ Day time Phone # : \_\_\_\_\_  
 Email Address : \_\_\_\_\_  
 Mailing Address : \_\_\_\_\_

**SECTION 2 Building Info Form**

**Exterior**

1. Which of the following does the property have?

	Dimensions	
Uncovered deck or patio	_____	
Covered deck patio	_____	
Porch/Sunroom/solarium	_____	

2. Describe other buildings on property:

	Dimensions	Heated
Attached garage	_____	<input type="checkbox"/>
Detached garage/shed #1	_____	<input type="checkbox"/>
Detached garage/shed #2	_____	<input type="checkbox"/>
Carport	_____	

**Interior**

3. Indicate number of plumbing fixtures & bedrooms

Description	Main Flr #	Upper Flr #	Bsmnt #
Bedroom			
Den (no window/closet)			
2pc (sink & toilet)			
3pc (sink, toilet & shwr)			
4pc (sink, toilet & tub/shwr combo)			
Whirlpool/jet tub			
Laundry room			
Extra sink (laundry, bar, bathrm)			

**Interior cont.**

4. Does your home contain any of the following?

- Solid core interior doors
- 9ft+ main floor ceilings
- 9ft+ basement/lower-level ceilings
- 9ft+ upper floor ceilings
- Hardwood flooring on main floor
- Hardwood flooring on upper floors
- Ceramic tile flooring in kitchen
- Ceramic tile flooring in bathrooms
- Mostly laminate/vinyl flooring on main floor
- Vaulted ceilings
- Granite/quartz counter tops in kitchen
- Theatre/media room
- Solar panels
- Wood shakes/metal roof
- Central air conditioning
- Walkout basement
- Separate basement entrance
- Secondary suite

5. Areas with in-floor heating:

- Main Floor
- Upper Floor
- Basement
- Garage
- Other \_\_\_\_\_

6. Indicate location and type of fireplace/stoves:

	Main	Upper	Lower
Natural gas (built in)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Wood/pellet (built in)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Electric (built in)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Freestanding	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
gas/wood/pellet	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

7. Describe the basement development (total area should equal 100%)

Room	% of area	Flooring (carpet, laminate...)	Walls (paneling, drywall...)	Additional comments
Developed				
Undeveloped				

**Renovation/Upgrades**

8. For each category indicate year and approx. percentage. Add comments for clarification if necessary:

Category	Year Ren'd	% Reno'd	Additional Comments
Soffits/Eavestrough			
Roof Covering (shingles,metal...)			
Windows			
Exterior doors			
Exterior finish (siding...)			
Interior finish (drywall)			
Interior finish (paint)			
Interior doors			
Kitchen countertops			
Kitchen cabinets			
Flooring			
Bathrooms			
Plumbing fixtures (toilet, sink...)			
Plumbing pipes (waterlines, waste lines...)			
Hot water tank			
Electric panel			
Electric wiring			
Furnace/boiler			
Structural additions (added rooms)			

9. Is part of the property being used for commercial activities?  No  Yes – Describe below

\_\_\_\_\_

\_\_\_\_\_

10. Additional comments regarding home:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

11. **Certification:** All the above information is true and accurate to the best of my knowledge.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Please return completed documents to:**

The Regional Municipality of Wood Buffalo,  
 Assessment Office, 3<sup>rd</sup> Floor Jubilee Centre,  
 9909 Franklin Avenue, Fort McMurray, AB T9H 2K4.

Email : [assessment.taxation@rmwb.ca](mailto:assessment.taxation@rmwb.ca)  
 Fax : (780)743-7050