



Assessment Information Request Form – 2025 Tax Year – MGA Section 300

Important Information:

The purpose of this form is for an assessed person, or their authorized agent, to request under section 300 of the Municipal Government Act (MGA), summary information about other assessed properties (to a maximum of 5) in respect of the 2024 Assessment Roll Year (2025 Taxation Year).

Section A	Information about whom is making the information request.
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1. Is the requestor the: Property Owner or, Agent (*if agent, please complete Section C*)
2. Requestor Name: 3. Requestor Phone:
4. Requestor Address: 5. Requestor E-mail:
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Section B	Information about the Properties being requested (Maximum of 5)
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6. Assessment Roll Number(s):
7. Property Addresses:

Section C	Agent Information
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| 8. Agent Name: | 9. Company: |
| 10. Agent Phone Number: | 11. Agent email: |
| 12. Letter of Authorization submitted? | 13. Date Submitted: |

Section D	Preferred Method of Receipt of Information <i>(check one)</i>
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E-Mail	Mail	Pick-Up in person
<p>1. The first step is to identify the problem or goal.</p> <p>2. Next, we need to gather relevant information and data.</p> <p>3. Then, we analyze the information to understand the root cause.</p> <p>4. After that, we develop a plan to address the issue.</p> <p>5. Finally, we implement the plan and monitor the results.</p>	<p>1. The first step is to identify the problem or goal.</p> <p>2. Next, we need to gather relevant information and data.</p> <p>3. Then, we analyze the information to understand the root cause.</p> <p>4. After that, we develop a plan to address the issue.</p> <p>5. Finally, we implement the plan and monitor the results.</p>	<p>1. The first step is to identify the problem or goal.</p> <p>2. Next, we need to gather relevant information and data.</p> <p>3. Then, we analyze the information to understand the root cause.</p> <p>4. After that, we develop a plan to address the issue.</p> <p>5. Finally, we implement the plan and monitor the results.</p>

Section E	Acknowledgement & Certification
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By signing the below, I acknowledge that and certify that:

- i. I understand that if I complete Section C of this form, I will receive information from the Assessment Department only after a valid *2025 Letter of Authorization* has been submitted & verified by Assessment Department staff.
- ii. I understand that for the purposes of MGA section 300, this request for information is valid only for the properties identified in Section B of this form, and applies only to “summary information” used in the preparation of the 2024 Roll Year assessment (2025 Taxation Year).
- iii. I understand that for the purposes of MGA section 300, that “summary information” is limited to: Assessed value, property description, land size, age and size of improvements, key variables or components of the valuation, and that the City of St. Albert Assessment Dept. provides their “*Assessment Summary (Rate Payer)*” document to comply with section ii above.
- iv. Custom Reports or data requests are subject to a \$65/hr minimum fee.

Signature of Assessed Person or Authorized Agent

Date: