

2014 Advance Consultation Period Letter (Property Owners)

2014

ADVANCE CONSULTATION PERIOD

September 3, 2013

Dear Property Owner,

The City of Calgary is planning to mail its 2014 Property and Business Assessment Notices on Jan. 3, 2014. Prior to finalizing our 2014 assessment values, we would like to invite you to participate in the **2014 Advance Consultation Period taking place Oct. 7 – Nov. 7, 2013**.

Offered by the Assessment business unit, the Advance Consultation Period provides the opportunity for you to request the 2014 preliminary assessment value on your non-residential property(s). After reviewing your 2014 preliminary assessment, should you wish to discuss the value further, you may book an appointment with an assessor during the Advance Consultation Period. This is an excellent opportunity for you to verify or, if necessary, update the information we have on record for your property(s) and get your questions answered before the 2014 Assessment Rolls are established.

There are two ways you can request your 2014 preliminary assessment value(s) during the Advance Consultation Period:

1. Online through **Assessment Search Secure Login**: New this year, we are pleased to offer you the option to request and receive your 2014 preliminary assessment online. Please see reverse for more information.
2. By contacting Assessment at **403-268-2888**.

We look forward to hearing from you during the Advance Consultation Period. However, if you prefer, our Customer Review Period is also available to you. The 60-day Customer Review Period runs from Jan. 3 – March 4, 2014 and provides the opportunity for you to review and inquire about your assessment, following the 2014 Notice mailing.

### 2014 Authorization of Agency

Please note, if you elect to have agent representation for the 2014 roll year, you will need to complete the Authorization of Agency process online for each property account selected through Assessment Search Secure Login. More information regarding the Authorization of Agency process is available at [calgary.ca/assessment](http://calgary.ca/assessment). If you have any accessibility needs, please contact us.

### Business Tax Consolidation

On a separate matter, the business tax consolidation process is now underway with the first incremental revenue transfer from business tax revenues into the non-residential property tax scheduled to occur in 2014. There were no tax impacts in 2013 as a result of business tax consolidation. In 2014, 10 per cent of business tax revenues will be transferred to, and collected through, the non-residential property tax. The effect of the transfer will be a 10 per cent decrease to business taxes and an estimated 2.7 per cent increase to non-residential property taxes, due to the consolidation process only. For more information about business tax consolidation and to access a variety of online tools, visit [calgary.ca/btc](http://calgary.ca/btc).

For any assessment inquiries, you can reach us by telephone at 403-268-2888 between the weekday hours of 8 a.m. and 4:30 p.m.

Sincerely,



Nelson Karpa  
Director/City Assessor

[calgary.ca](http://calgary.ca) | 403-268-2888



**Onward/** Assure The City of Calgary of stable tax revenue financing through effective property and business assessment processes.

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## Assessment Search – [calgary.ca/assessmentsearch](http://calgary.ca/assessmentsearch)

**New this year for customers who own non-residential property(s) – request your 2014 preliminary assessment online through Assessment Search Secure Login.**

To request the preliminary 2014 assessment value for your non-residential property(s) through the new online feature, you must first register for the Assessment Search Secure Login service.

If you have already set up a myID account and linked it with your property information, you can proceed to the **Request your 2014 preliminary assessment online** section below. You only need the Roll Number and Access Code displayed on the front of this letter if there has been a change in ownership or if you wish to add this property to a new or different myID account.

If you are a first-time Secure Login user, you must complete the following two-step registration process:

### Step 1:

#### Create a City of Calgary Citizen myID UserID and Password

- Visit [calgary.ca/myID](http://calgary.ca/myID) and follow the instructions to create a Citizen myID UserID and Password.

### Step 2:

#### Link your myID account to your property assessment information

- Access [calgary.ca/assessmentsearch](http://calgary.ca/assessmentsearch) and enter your myID UserID and Password. Select *Secure Login*.
- Enter the Roll Number and confidential Access Code provided on the front of this letter. If you own multiple properties, you can link each one to the same myID account.

### Request your 2014 preliminary assessment online

Once you have registered for *Secure Login*, you can request the 2014 preliminary assessment for each non-residential property(s) linked to your account. To allow additional processing time before the Advance Consultation Period starts, the system will accept requests effective Sept. 30, and close on Nov. 7, 2013 (the final date of the Advance Consultation Period). The information you request will be returned to you through your *Secure Login* account during the Advance Consultation Period from Oct. 7 – Nov. 7, 2013.

1. Sign in to your Assessment Search *Secure Login* account.
2. On your *My Assessment, Property Account* page, select the **Request** link under *Request Information from Assessment* (see table below).
3. Follow the instructions to request the preliminary 2014 Assessment Explanation Supplement on the subject property. This report provides the preliminary 2014 assessment value and supporting information about how the assessment was prepared.
4. Once the information has been processed, it will be available through the *Request Information from Assessment* link which will display as **Request/View**. Click on this link. If the information does not display, please allow for more processing time.

| Property Account<br>(Roll Number) | Roll Year | Location          | Authorize<br>Agency | Request Information<br>from Assessment | Remove<br>Account |
|-----------------------------------|-----------|-------------------|---------------------|----------------------------------------|-------------------|
| 012345678                         | 2013      | 123 Any Street NW | <a href="#">Add</a> | <a href="#">Request</a>                | X                 |

After reviewing your preliminary assessment, should you have any questions or wish to discuss the preliminary value further, please contact our office at **403-268-2888** during the Advance Consultation Period.

For complete how-to information, visit [calgary.ca/assessmentsearch](http://calgary.ca/assessmentsearch).



nextCITY is the future planning vision for Calgary, which will take this great city to the next level in its evolution. Through an elevated public dialogue and the delivery of tangible and valuable processes, products and services, we are focussing on outcomes to achieve positive change. For more information and to see additional nextCITY projects, please visit us online at [calgary.ca/nextcity](http://calgary.ca/nextcity).

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[calgary.ca](http://calgary.ca) | 403-268-2888

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