

## Reminder Letter for Assessment Survey to Residential Property Owners



### Assessment Request for Information 2013 Flood Impact

*October 1, 2013*

**RE:    Assessment Request for Information – 2013 Flood Impact**  
**Property Address:**  
**Roll Number:**

The City of Calgary Assessment business unit recognizes the impact the recent flood caused to some properties in our city. In order to reflect any flood impact on the above noted property, a letter and Assessment Request for Information (ARFI) was mailed to you on September 6, 2013. We initially requested that you submit this ARFI by September 30, 2013. At the time of mailing, you had not taken advantage of this opportunity to provide information. If you have since responded to our request, please disregard this letter. If you have not responded, we are reminding you of this chance to complete and return the enclosed form. The information you provide will assist us in preparing your 2014 property assessment.

In accordance with the *Municipal Government Act*, the Assessment business unit annually collects information about properties in order to prepare assessments. Our preliminary analysis indicates that the above referenced property may have been physically affected by the flood.

If you have any questions or wish to discuss the status of your property before the 2014 assessments are established, please contact Assessment at 403-268-2888 between Oct. 7 and Nov. 7, 2013 to arrange an information exchange appointment.

The City of Calgary's 2014 Property Assessment Notices will be mailed on January 3, 2014. Following the Notice mailing, you will have the opportunity to review and, if necessary, inquire about your 2014 assessment during the 60-day Customer Review Period from January 3 – March 4, 2014. If any information about your property needs to be changed or updated, we encourage you to contact us during the Customer Review Period. For more information about 2014 property assessment activities in relation to the flood and other helpful resources, please visit [calgary.ca/floodrecovery](http://calgary.ca/floodrecovery).

Thank you for your co-operation. If you have any questions or require assistance to complete this request, please contact us at 403-268-2888 between the weekday hours of 8 a.m. and 4:30 p.m.

Sincerely,

Nelson Karpa  
Director / City Assessor

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### Assessment Request for Information 2013 Flood Impact

#### SECTION A: Your Assessment Account Information

1. Property Assessment Roll Number	
2. Property Address	
3. Community	
4. Property Use	

#### SECTION B: Flood Damage Information

5. Was your property/living unit physically damaged by the flood? ☐ Yes ☐ No

*If no, please skip to SECTION D*

*If yes,*

- a. What is the estimated value of the damage? \$\_\_\_\_\_
- b. Who provided the above estimate? ☐ Insurance Company  
☐ Independent Contractor  
☐ Property Owner  
☐ Other (specify): \_\_\_\_\_

6. What was the extent of the physical damage to your property and/or living unit?
- ☐ Water was in basement – below electrical outlets
  - ☐ Water was in basement – at or above electrical outlets, but below electrical panel
  - ☐ Water was in basement – at or above electrical panel
  - ☐ Water was in main level / floor
  - ☐ Structure is compromised / uninhabitable (if yes, please skip to SECTION C)

7. Prior to the flood was your basement finished? ☐ Yes ☐ No

8. When do you expect repairs to the flood damaged areas of your property to be completed?

- a. ☐ Repairs have already been completed  
☐ Repairs should be completed by Dec. 31, 2013  
☐ Repairs likely will not be completed by Dec. 31, 2013
- b. If repairs will not be completed by Dec. 31, 2013 please indicate what percentage of the repairs you estimate will be completed by Dec. 31, 2013?
- ☐ More than or equal to 80%
  - ☐ Less than 80% but greater than or equal to 60%
  - ☐ Less than 60% but greater than or equal to 40%
  - ☐ Less than 40% but greater than or equal to 20%
  - ☐ Less than 20%

9. Have you experienced problems with land erosion on the property as a result of the flood? ☐ Yes ☐ No

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10. Was the property impacted by the following types of flooding? (please check all that apply)

- ☐ Overbank flooding (river)
- ☐ Sewer backup
- ☐ Sump pump failure
- ☐ Seepage through basement
- ☐ Other (specify): \_\_\_\_\_

#### SECTION C: Additional Information

11. Briefly provide any additional comments on the flood impact to the property and/or living unit:

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12. If you have received a cost estimate or invoice regarding the physical damage caused by the flood to your property and/or living unit please attach a copy or email electronically to:

[ASMTfloodinfo@calgary.ca](mailto:ASMTfloodinfo@calgary.ca).

13. If you have any other flood related documentation you think would be useful to explain the impact of the flood to your property, please attach copies or email electronically to: [ASMTfloodinfo@calgary.ca](mailto:ASMTfloodinfo@calgary.ca)

*Note: Please keep your original documents*

#### SECTION D: Certification

I hereby certify that to the best of my knowledge and belief all the information on this completed request is correct.

\_\_\_\_\_  
First and last name (please print)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Daytime phone number

\_\_\_\_\_  
E-Mail (optional)

#### Methods of Delivery

Mail	In Person	Email	Fax
The City of Calgary Assessment # 8002 P.O. Box 2100, Station M Calgary, AB T2P 2M5	2924 11 <sup>th</sup> Street NE Calgary, AB	<a href="mailto:ASMTfloodinfo@calgary.ca">ASMTfloodinfo@calgary.ca</a>	403.268.2550

Please note that once collected, the information will be further disclosed in accordance with the *Freedom of Information and Protection of Privacy Act (FOIP)* and the *Municipal Government Act*.