



Request for Information (RFI) 2025 Multi-Residential Valuation Groups Deadline Aug 11, 2025

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)

Please submit the RFI form one of three ways:

- complete the attached document and drop off, mail, fax or email back to the address below
- contact assessment.taxation@rmwb.ca to request an online questionnaire be emailed to you
- go to rmwb.ca/assessments and complete the Request for Information online form

Please refer to the below instructions on how to complete following:

SECTION 1 - Owner/Representative Contact and Certification

SECTION 2 - Parking Details

SECTION 3 - Multi-Residential Rent Roll

- Please provide the requested details of the **July 1st** or most current rent roll. Also, please identify any rental subsidies per unit, caretaker unit and all vacant units.

SECTION 4 - Multi-Residential Annual Financial Statement

- Please provide an Annual Financial Statement relating to the entire operations of the real property for your fiscal **year ending 2024**. A blank statement is provided.

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.

Please return completed documents to:

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

Email : assessment.taxation@rmwb.ca

Fax : (780)743-7050

SECTION 1 - Owner Contact and Certification

Account # : _____ Civic Address: _____

Owner Name : _____ Day time Phone # : _____

Email Address : _____

Mailing Address : _____

Company Representative : _____ Day time Phone # : _____

Email Address : _____

Was an appraisal done on the property in the last 12 months? Yes No If yes, please attach a copy.

Certification: All the attached information is true and accurate to the best of my knowledge.

Signature: _____ Date: _____

Section 2 - Parking Details

Parking Details	No. of Residential/ Tenant Stalls	Monthly amount Per Stall	No. of Commercial Tenant Stalls	Monthly amount Per Stall	No. of Public Stalls	Monthly amount Per Stall	No. of Tandem Stalls*	Monthly amount Per Stall	Included in Rent (Y/N)
Surface									
Covered									
Parkade – Not Heated									
Parkade - Heated									

* Tandem stall refers to parking that can be occupied by two vehicles at the same time.

Section 4 - Multi-Residential Annual Financial Statement

12 Month Fiscal Period Ending: _____

Account No.: _____ Building Address: _____

Do the units include the following? Air Conditioning Yes No In-Suite Laundry Yes No
 Dishwasher Yes No

POTENTIAL GROSS INCOME

Potential Gross Rent
 100% Occupancy (Unfurnished) _____
 Potential Gross Rent
 100% Occupancy (Furnished) _____
 Office Rental _____
 Commercial Rental _____
 Commercial Recoveries _____

MISCELLANEOUS INCOME

Parking Revenue _____
 Laundry Revenue _____
 Number of Washers _____
 Number of Dryers _____
 Other _____
 Specify Other Rent: _____

TOTAL INCOME

VACANCY AND COLLECTION LOSS

Apartment Vacancy in Dollars _____
 No. of units vacant in reporting period _____
 Apartment Collection Loss _____
 Apartment Incentives _____
 Commercial Vacancy in Dollars _____
 Commercial Collection Loss _____
 Commercial Incentives _____

OPERATING EXPENSES - FIXED

Property Taxes _____
 Insurance _____
 Business License _____
 Other _____
 Specify Other: _____

OPERATING EXPENSES - VARIABLE

Management
 Professional Fees _____
 Administrative _____

Caretaker
 Salary _____
 Rental Discount _____

Initial: _____

Date: _____

UTILITIES

Water & Sewer _____ Incl. in Rent? Yes No
 Waste Removal _____
 Power _____ Incl. in Rent? Yes No
 Cable _____
 Gas _____ Incl. in Rent? Yes No

SUPPLIES

Caretaker or Janitorial _____
 Office _____

COVID

REPAIRS AND MAINTENANCE

(*Do not include Capital Expenditure)
 Repairs of Structure (Interior) _____
 Repairs of Structure (Exterior) _____
 Elevator _____
 Other _____
 Specify Other: _____

REPLACEMENTS

Do not include Capital Expenditure
 Appliances _____
 Laundry Equipment _____
 Flooring _____
 Interior Painting _____
 Other _____
 Specify Other: _____

GROUND & PARKING AREA MAINTENANCE

Lawn Maintenance & Snow Removal _____
 Other _____
 Specify Other: _____

ADVERTISING

Miscellaneous
 Other _____
 Specify Other: _____

Capital Expenditures/Major Maintenance/Repairs

*Capital Expenditures are those expenses that do not occur annually, involving replacement of worn or obsolete components where replacement is of significant duration and cost, i.e. Boilers, Windows, Doors, Roof etc.