Request for Information (RFI) 2026
Multi-Residential Valuation Groups
Deadline Aug 14, 2026

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 2025**. 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

This information is being collected under the authority of *section 295 of the Municipal Government Act, R.S.A. 2000, c. M-26* and will be used for assessment and provincial audit purposes. The personal information collected is authorized under *Section 4(c) of the Protection of Privacy Act* and is managed in accordance with the Act. If you have any questions about this collection and use of your personal information, please contact PULSE at (780) 743-7000, 1-800-973-9663, or online at rmwb.ca/pulse.

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.

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Section 3 – Multi Res Tenant Roll

for the month of _____ Page _____ of _____

Building Name: _____ Building Address: _____ Account No.: _____ Building _____ of _____

ALL UNITS INCLUDING VACANT SPACES MUST BE LISTED ON THIS FORM AND INCLUDE POTENTIAL MONHTLY RENT. Total Number of Units _____

Unit No.	Property Address	**Occupancy Type** (Owner, Tenant, Vacant)	**Suite Type** (Bach., 1 Bdm. etc.)	**Den** (Y/N)	**Floor** (Bsmt., Main, 2nd etc.)	**Unit Size** (Sq. Ft.)	**Rent** (Monthly Rate)		**Check box if applicable for each unit**			**Comments**
							Actual	Market	Furnished	Subsidized Rent	Deck/Balcony	
									☐	☐	☐	
									☐	☐	☐	
									☐	☐	☐	
									☐	☐	☐	
									☐	☐	☐	
									☐	☐	☐	
									☐	☐	☐	
									☐	☐	☐	
									☐	☐	☐	
									☐	☐	☐	
									☐	☐	☐	
									☐	☐	☐	
									☐	☐	☐	

If possible, please provide the rent roll in Excel format (.xls) by email to assessment.taxation@rmwb.ca and include all relevant information.

Initial: _____ **Date**: _____

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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.

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