



Request for Information (RFI) 2025

Lodging Establishment

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:

- Submit the requested information by 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

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.

Should you require any assistance with the forms or have any questions regarding the RFI process please contact our office at assessment.taxation@rmwb.ca

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 – Required Valuation Information

1. Average daily room rates on **December 31, 2024** for each type of room, the number of each type of room, and notation of what the rates are on a monthly, weekly or daily basis.
2. Average occupancy rate for the year ending **December 31, 2024** as well as an estimate of how much of the occupancy was daily, weekly or monthly.
3. Detailed breakdown of other rental income (ie. restaurant lease, meeting room rentals, lease to third parties, etc). Please include current lease information for each individual commercial space, as well as the sizes of all leased areas.
4. **Financial statements for the last three years.** Please provide audited statements if available. Standard hotel statements with departmental breakdowns are preferred. Please include franchise fees if any, separately from other expenses, as per form.
5. Details of any renovations that have taken place over the past year. Please include the final cost of any such renovations.
6. If the property is under construction, please provide a current itemized construction cost report and the forecasted cost report to **December 31, 2025.**
7. Any other information that you feel will assist us in the valuation of your property.