

February 28, 2018

Dear Designated Industrial Property Owner/Operator:

Re: Stakeholder Meetings on the Designated Industrial Property Assessment (excluding Linear Property) for the 2018 Tax Year

The designated industrial property assessment has now been completed. Upon receiving your designated industrial property assessment notices you may have questions about the changes you see in your assessment over last year's assessment. A change to the designated industrial property assessment may be a result from any of the following:

- a change in ownership
- a change in the designated industrial property inventory
- a change to the Assessment Year Modifier¹ which affects the rate applied against the machinery and equipment
- a change in the depreciation due to age of the property
- a change in market value factors for buildings, structures and or land.

Assessors/advisors are available year round to engage in face-to-face meetings or through telephone and/or email communication to discuss your designated industrial property assessment. Please see the Excel file "Municipality - ASB Contacts" provided on the USB if you would like to arrange a meeting or receive details on your designated industrial property.

If you contract a person (for example: a tax agent) to represent your company on designated industrial property assessment matters, you must **annually** submit the appropriate "Letter of Authorization"² (LOA) to the Provincial Assessor. The Provincial Assessor will advise all municipalities of the LOA. The LOA authorizes the representative to receive or discuss your company's confidential designated industrial property assessment information with appropriate staff. A LOA is not required for employees of your company. For further details on the annual requirement, please see the letter requesting the LOA which is included on the USB.

This year's deadline for filing a designated industrial property assessment complaint is **Monday May 7, 2018** (legislated 60 days from the notice of assessment date). If you discover any discrepancies in the designated industrial property assessment information, you are encouraged to discuss your concerns with the assessor/advisor prior to filing a complaint. Many issues can be resolved without filing a formal complaint.

¹ The Assessment Year Modifiers are listed in s. 3.000 of the [2017 Alberta Machinery and Equipment Minister's Guidelines](#).

² A sample LOA template is included on this USB.

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Again, our team is available to meet and talk to you throughout the year about your designated industrial property assessment.

Yours truly,

Original signed by Steve White

Steve White
Provincial Assessor
Assessment Services Branch