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| INSTRUCTIONS: This report should be completed and sent to the Provincial Assessor’s office no later than April 30, 2019. Please submit this report by email to [MA.asbcia.asmt@gov.ab.ca](mailto:MA.asbcia.asmt@gov.ab.ca).  Each municipality that you have been delegated by the Provincial Assessor must have a separate report. If you have any questions, please contact Ken Anderson, Manager CIPA Transition at [Ken.Anderson@gov.ab.ca](mailto:Ken.Anderson@gov.ab.ca) or 780-427-8962. | |
| Delegated Assessor: | Name of Delegated Assessor |
| Contract Number: | Contract Number |
| Municipality: | Name of Municipality |
| Quarter: | Please select from the list |
| Date Submitted: | Please select a date |
| 1. Continuation of questions from the September 1st Request For Information (RFI): | |
| 1. Did you have any late responses to the September 1st RFI? | |
| Yes No | |
| 1. If yes, how many? | Please enter a number |
| 1. Have you done a follow-up with any of the companies that did not respond to the September 1st RFI? | |
| If required, please explain. | |
| 1. Were there any issues related to non-response? What follow-up has been done? | |
| If required, please explain. | |
| 1. Have any issues been brought up by the companies that you believe will result in a complaint in this tax year? | |
| If required, please explain. | |
| 1. Is there any other pertinent information that you wish to share with the Provincial Assessor? | |
| If required, please explain. | |

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| Provincial Assessors Office Only: | |
| Report reviewed by: | Click or tap here to enter text. |
| Date submitted: | Click or tap to enter a date. |
| Follow-up on invoice required? | Yes No |
| Does the PA have concerns about the work of the delegate? | Yes No |
| Specify what they are: | Click or tap here to enter text. |
| Has the office of the PA discussed the concerns with the delegate? | Yes No |