Designated industrial property

RFI reference guide

(Land, buildings, structures, and machinery

and equipment)

Using this reference guide to help you navigate your RFI

When opening your 2024AY RFI excel file, please note that some fields are pre-populated with the current assessment record and represents the current industrial detail assessment information of the property known to the Provincial Assessor. There may also be PDF files that contain additional information for your reference including: building & structures that are valued using the Marshall & Swift cost manual, land values, and the current assessment for each roll (Major Plants).

The RFI enclosed, requires that this excel file be filled out with the most current and correct information about the subject property. To assist in understanding the spreadsheet data, the following tables provides necessary explanations regarding the columns and the data contained therein.

Pre-populated 2024AY RFI inventory file - (Company Name_2024AYRFI.xls)

Sheet 1 (Operator) captures information about the owner/operator of designated industrial property and the mailing address for the assessment notice.

TABLE 1 – Operator identification

Row	Label	Field	Description
Owner (row 3)			
3	AsseName	Assessee Name	The full legal name of the company
Person accountable for the 2024AY RFI (rows 4 and 5)			
4	RfiActName	RFI Account Name	The name of the person accountable for the completeness and correctness of the information submitted to the assessor
5	RfiActTitle	RFI Account Title	The job title of the accountable person identified in RFI Account Name
Contact person for the 2024AY RFI (rows 6 through 8)			
6	RfiContactName	RFI Contact Name	The person who is the first point of contact for questions relating to the RFI return
7	RfiContactTel	RFI Contact telephone	The telephone number of the contact person
8	RfiContactEmail	RFI Contact Email	The email address of the contact name
Assessment notice mailing address (rows 9 through 16)			
9	Addr1	Address 1	Line one of the mailing address
10	Addr2	Address 2	Line two of the mailing address
11	Addr3	Address 3	Line three of the mailing address
12	Addr4	Address 4	Line four of the mailing address
13	Muni	Municipality	The municipality of the mailing address
14	PrSt	Province/State	The province or state of the mailing address
15	PcZip	Postcode/Zip	The postcode or zip code of the mailing address
16	Cntry	Country	The county of the mailing address

Sheet 2 (Details) is an excel spreadsheet that is pre-populated with the best information known to the assessor. All owners/ operators of designated industrial property must update the information on Sheet 2 (Details). Highlighted below are the fields that require review and updating.

TABLE 2 – Inventory descriptions

Column	Label	Description
A	TRX	Record Transaction (TRX). The RFI inventory file is pre-populated with the best information known to the assessor. You must change the information as necessary to accurately reflect the inventory that you own as of October 31, 2024. The TRX column allows you to flag the records that have additions, changes, or deletions. Enter: • **A** for new records (ie. Additions).These records did not exist on the pre-populated inventory file; or • **C** for changed records (ie. Changes). These records are on the pre- populated file but the content is now different; or • **D** for records that are no longer applicable (ie. Deletions) as of October 31, 2024. These records are on the pre-populated inventory file but should not be used; or • Leave the column blank if the entire record is accurate.
B	AER_Well_Licence(s)	Associated AER well licence(s) for the roll number
C	AER_Well_Status	Associated AER well licence(s) for the roll number
D	In_Service _Date_ new_properties	The date a new property was placed in-service, became operational, or made available for use (example, July 1, 2024)
E	Roll	Unique municipal identifier for the property
F	Municipality	As defined in the Municipal Government Act 1(1)(s)
G	Owner	As defined in the Municipal Government Act 1(1)(s)
H	PropertyLegals	The legal location description of the property
I	NonStdDesc	Identifier to further identify a property name, use, or other
J	UnitNo	A count of each unit on the property
K	UnitDesc	A description for each UnitNo
L	SubUnitNo	A count of each sub-unit
M	SubUnitDesc	A description of each SubUnitNo
N	ImprID_QK	A unique numeric identifier for each property improvement
O	ImprovementType	Distinguishes an improvement between Building & Structures (BS) or Machinery & Equipment (M&E)
P	YearBuilt	Year the improvement was originally constructed/ installed
Q	YearEffective	i) The age of the improvement adjusted for significant renovations or neglect (if applicable). ii) The estimated age based on present condition, design features, and engineering amenities
R	Quantity	The total number of each specified improvement
S	ActualCost	The total (actual) cost of each specified improvement
T	NonAssessablePC	The percent of the total reported costs of an improvement that is non- assessable
U	LocationalFactor	An additional OBS given to an item reflecting a loss in value as a result of impairment in utility and desirability caused by factors outside the properties boundaries
V	MarketDepPC	An additional OBS given to an item based on market influences
W	FunctionalFactor	An additional OBS given to an item reflecting a loss in value due to the inability of the structure to perform adequately the function for which it is used
X	ManualDescription	Description of regulated items as found in the Alberta M&E Assessment Minister's Guidelines
Y	Description	This field allows for manual entry of additional details and information for each specific line item
Z	PrintedNotes	An option for manual entry of notes. These will show up on the calculation report as well as the summary reports
AA	TotalAsmnt	The total current assessment for the property line item