

# Assessment Bulletin

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IB Bulletin No. 06-04 a  
December 2006

## Regulation and Alberta Assessment Quality Minister's Guidelines Updates

The following regulations and guidelines will be available through the Alberta Municipal Affairs' website at: [www.municipalaffairs.gov.ab.ca/as\\_minister\\_guidelines.htm](http://www.municipalaffairs.gov.ab.ca/as_minister_guidelines.htm), or through the Queen's Printer bookstore. The Queen's Printer bookstore can be contacted online at: [www.qp.gov.ab.ca/index.cfm](http://www.qp.gov.ab.ca/index.cfm), by telephone at (780) 427-4952, or by fax at (780) 452-0668.

Amendments to the Matters Relating to Assessment and Taxation Regulation were approved by the Minister of Municipal Affairs and filed as Alberta Regulation 307/2006. The amended regulation removes sections 10(3)(b) and 10(5), which if not removed would implement a new assessment level quality standard of 1.000 beginning January 1, 2007. A definition of the Minister's Guidelines has been added to this regulation to align it with the Minister's Guidelines Regulation, AR246/2006.

The SuperNet Assessment Regulation has been approved by the Lieutenant Governor in Council and filed as Alberta Regulation 298/2006. This regulation exempts the linear property in the extended area network that is used for SuperNet purposes from assessment. The remainder of the system that is used for business is assessable and taxable. The regulation provides for reports from the Minister of Restructuring and Government Efficiency about the SuperNet system. Alberta Municipal Affairs will use the report to assign the taxable portion based on business use, and ensure the remainder of the SuperNet extended area network continues to be exempt from property tax.

The 2006 Alberta Assessment Quality Minister's Guidelines, in effect for 2007 taxation, were authorized by the Minister of Municipal Affairs. Attached is a copy of Ministerial Order No. L:150/06, dated November 22, 2006.

Updates to the guidelines were required as a result of new auditing and equalization reporting requirements which include:

- a process for reporting assessment values for Community Revitalization Levy areas,
- a process for matching Alberta Registries' land title changes to municipal sales data,
- the addition of an annexation attribute for reconciling annexed properties of the originating and receiving municipalities, and
- various revisions that clarify existing reporting requirements.

Specific changes are outlined in the attached Concordance Table.

### Attachments



ALBERTA  
MINISTER OF MUNICIPAL AFFAIRS

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Office of the Minister  
MLA, Medicine Hat

MINISTERIAL ORDER NO. L:150/06

I, Rob Renner, Minister of Municipal Affairs, under the authority of the *Municipal Government Act*, and the regulations make the following order:

- (1) The 2006 Alberta Assessment Quality Minister's Guidelines are established as set out in the attached documents.
- (2) All municipalities must provide to the Minister a return in the form and manner prescribed in the 2006 Alberta Assessment Quality Minister's Guidelines to comply with section 319(1) of the Act.
- (3) All municipalities must provide to the Minister information and statistics of the type and in the manner described in the 2006 Alberta Assessment Quality Minister's Guidelines.
- (4) This Ministerial Order rescinds Ministerial Order No. L:150/05.
- (5) This Ministerial Order is in effect for assessments prepared for the 2007 and subsequent taxation years.

Dated at Edmonton, Alberta, this 22 day of November, 2006.



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Rob Renner  
Minister of Municipal Affairs

**Concordance Table for the  
2006 Alberta Assessment Quality Minister's Guidelines and the 2006 Recording and Reporting Information for  
Assessment Audit and Equalized Assessment Manual**

Section	<b>NEW 2006 Alberta Assessment Quality Minister's Guidelines</b>	<b>OLD Alberta Assessment Quality Minister's Guidelines</b>
<b>TITLE</b>	<b>2006 Alberta Assessment Quality Minister's Guidelines</b>	<b>Alberta Assessment Quality Minister's Guidelines</b>
<b>1.0</b>	<b>Application</b> The <b>2006</b> Recording and Reporting Information for Assessment Audit and Equalized Assessment Manual is attached to and forms part of the <b>2006</b> Alberta Assessment Quality Minister's Guidelines.	<b>Application</b> The Alberta Assessment Quality Minister's Guidelines are supplemented by the attached Recording and Reporting Information for Assessment Audit and Equalized Assessment Manual.
<b>1.1</b>	<b>General Definitions</b> (c) "annual return" means information provided pursuant to section 319(1) of the Act in the form and manner described in the <b>2006</b> Recording and Reporting Information for Assessment Audit and Equalized Assessment Manual;	<b>General Definitions</b> (c) "annual return" means information provided pursuant to section 319(1) of the Act in the form and manner described in the Recording and Reporting Information for Assessment Audit and Equalized Assessment Manual;
	(h) "liability code" means (i) for the purposes of the annual return, a standard set of codes applied to assessable property as described in the <b>2006</b> Recording and Reporting Information for Assessment Audit and Equalized Assessment Manual, or	(h) "liability code" means (i) for the purposes of the annual return, a standard set of codes applied to assessable property as described in the Recording and Reporting Information for Assessment Audit and Equalized Assessment Manual, or
	(i) "Manual" means the <b>2006</b> Recording and Reporting Information for Assessment Audit and Equalized Assessment Manual;	(i) "Manual" means the Recording and Reporting Information for Assessment Audit and Equalized Assessment Manual;

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<b>TITLE</b>	<b>2006 Recording and Reporting Information for Assessment Audit and Equalized Assessment Manual</b>	<b>Recording and Reporting Information for Assessment Audit and Equalized Assessment Manual</b>
1.1	(i) "Guidelines" means the <b>2006</b> Alberta Assessment Quality Minister's Guidelines;	(i) "Guidelines" means the Alberta Assessment Quality Minister's Guidelines;
	(m) "Manual" means the <b>2006</b> Recording and Reporting Information for Assessment Audit and Equalized Assessment Manual;	(m) "Manual" means the Recording and Reporting Information for Assessment Audit and Equalized Assessment Manual;
<b>2.0</b>	<b>ANNUAL RETURN AND INFORMATION RETURNS</b>	
<b>2.2</b>	<p data-bbox="308 862 791 894"><b><i>INDICATORS OF VALUE SUBMISSION</i></b></p> <div style="display: flex; justify-content: space-between;"> <div data-bbox="308 914 1064 1003"> <p>An IOV submission <b>can</b> be made to ASSET <b>before or after</b> the annual return submission is loaded. Either submission will automatically launch the ratio study program.</p> <p>To change or update IOV information on ASSET, simply resubmit all the <b>IOV</b> information for the applicable properties <b><i>after</i></b> the properties' <b>data has been updated in the CAMA system</b>. For example, if you want to change an include flag to an exclude flag for a property, resubmit all of the IOV <b>data with the updated</b> information for that property.</p> <p>To facilitate data sharing, it is recommended that IOV submissions be made throughout the year, even before the modeling is complete and the property assessments are known. However, the assessor can make changes at any time <b>as required</b>. For example, when the modeling is finished, an assessor <b>should</b> resubmit all of the IOV information with the <b>final</b> assessments (at the time of sale), or change any sales to an 'include flag' from an 'exclude flag'.</p> </div> <div data-bbox="1089 914 1904 1003"> <p>IOV submissions must be made on ASSET <del>before</del> the annual return submission is loaded <del>because the annual return submission</del> launches the ratio study program that uses the IOV data.</p> <p>To change or update IOV information on ASSET, simply resubmit all the information for the property that needs to be changed. For example, if you want to change an include flag to an exclude flag, resubmit all of the IOV information for that property. <del>Note: Changes or updates to IOV data must be made before the annual return submission is loaded, or it will be necessary to reload the annual return submission.</del></p> <p>Even though IOV submissions are made throughout the year before the modeling is complete and the property assessments are known to facilitate data sharing, the assessor can make changes <del>on a larger scale</del>. For example, when the modeling is finished, an assessor <del>can</del> resubmit all of the IOV information with the assessments (at the time of sale), or change any sales to an 'include flag' from an 'exclude flag'. <del>Again, a complete resubmission must be done before the annual return submission is loaded, or it will be necessary to reload the annual return submission.</del></p> </div> </div>	

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<b>2.8</b>	<b><i>SUBMISSION CONTENT STANDARDS</i></b>					
	<ul style="list-style-type: none"> <li>• Data from a previous revision submission <b>that has been declared by the assessor</b> will not be updated or deleted in ASSET by a new load.</li> <li>• For supplementary revisions the user will be able to use the Audit Submission Label on the data load screen (<b>and contained in the label attribute within the submission</b>) to identify the particular supplementary submission for which the revisions apply.</li> <li>• <b>For annual return revisions, the audit submission label does not need to match the annual return audit submission label.</b></li> </ul>	<ul style="list-style-type: none"> <li>• Data from a previous revision submission will not be updated or deleted in ASSET by a new load.</li> <li>• For supplementary revisions the user will be able to use the Audit Submission Label on the data load screen to identify the particular supplementary submission for which the revisions apply.</li> </ul>				
<b>2.11</b>	<b><i>CAMA XML FILE DETAIL DEFINITION</i></b>					
	<p>Table 3 CAMA XML File Detail Definition</p>	<p>Table 3 CAMA XML File Detail Definition</p> <table border="1" data-bbox="1089 898 1898 1328"> <tr> <td data-bbox="1089 898 1315 1328">AuditSubmissionLabel (mar_munc_ar_label)</td> <td data-bbox="1315 898 1485 1328">An identifier of the Audit Submission given by the municipality; an easy identifier other than date. Note: The main purpose of this field is to identify the Supplementary Audit Submission for which Revisions are to be applied.</td> <td data-bbox="1485 898 1619 1328">Varchar2(15)</td> <td data-bbox="1619 898 1898 1328">Mandatory ASSET CAMA Data Load process will not proceed if this attribute is null/blank. Upon submission of the file through the ASSET Data Load interface screen the appropriate error message will be displayed.</td> </tr> </table>	AuditSubmissionLabel (mar_munc_ar_label)	An identifier of the Audit Submission given by the municipality; an easy identifier other than date. Note: The main purpose of this field is to identify the Supplementary Audit Submission for which Revisions are to be applied.	Varchar2(15)	Mandatory ASSET CAMA Data Load process will not proceed if this attribute is null/blank. Upon submission of the file through the ASSET Data Load interface screen the appropriate error message will be displayed.
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	AuditSubmissionLabel (mar_munc_ar_label)	An identifier of the Audit Submission given by the municipality; an easy identifier other than date. Note: The main purpose of this field is to identify the Supplementary Audit Submission for which Revisions are to be applied. <b>A revision to an annual return (RANN) should have a unique label. A revision to a supplementary (RSUP) must have the same label as the supplementary submission (SUP) it revises.</b>	Varchar2(15)	Mandatory ASSET CAMA Data Load process will not proceed if this attribute is null/blank. Upon submission of the file through the ASSET Data Load interface screen the appropriate error message will be displayed.	<i>New</i>
AnnexationCode (Annex_oc)	Contains the code of the annexation order in council number if the property has been annexed.	Varchar2(10)	Optional Must be a valid code in ASSET table. Refer to Note: 3) Above.		

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	UsedInAnalysisFlag (iovs_used_in_audit_flg)	A flag used to indicate if the indicators of value record should be 'N' - Excluded from Analysis; 'Y' - Included in Analysis.	Varchar2(1)	Mandatory, if the IndicatorOfValue element exists.  Refer to Note: 3) Above.	UsedInAnalysisFlag (iovs_used_in_audit_flg)	A flag used to indicate if the indicators of value record should be 'N' - Excluded from Analysis; 'Y' - Included in Analysis, <del>or 'D' - Marked as Deleted (this is used to identify indicators of value records that were submitted in a previous data load in error).</del>	Varchar2(1)	Mandatory, if the IndicatorOfValue element exists.  Refer to Note: 3) Above.
	IOVAPCombinedID	This attribute will hold the certificate of title number of the primary property in a multiple parcel sale. Each property that is part of the multiple parcel sale will have this certificate of title in this attribute. This attribute will identify the properties from a multiple parcel sale where the total assessment needs to be combined in the ASSET annual audit ratio study.	Varchar2(12)	Optional	<i>New</i>			

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<b>3.1</b>	<b>SALES DATA</b>																	
<b>3.1.1</b>	<b>Collection</b>																	
	<p>If there are still inadequate sales over the extended time frame, assessors should consider the addition of listings, offers to purchase or independent appraisals conducted for the purpose of estimating probable sale price to increase the database. Listings <b>often</b> require a downward adjustment, based on the typical ratio of actual price to asking price.</p>	<p>If there are still inadequate sales over the extended time frame, assessors should consider the addition of listings, offers to purchase or independent appraisals conducted for the purpose of estimating probable sale price to increase the database. Listings will require a downward adjustment, based on the typical ratio of actual price to asking price.</p>																
	<p><b>Other Market Indicators</b></p> <p>When only a few sales exist, land title transfers are often supplemented with other market indicators such as appraisals, listings or opinions of value. However, other market indicators are not acceptable for properties where there has been a sale, and <b>only one 'other market indicator' for a property is acceptable for the ratio study.</b></p>	<p><b>Other Market Indicators</b></p> <p>When only a few sales exist, land title transfers are often supplemented with other market indicators such as appraisals, listings or opinions of value. However, other market indicators are not acceptable for properties where there has been a sale.</p>																



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3.2	<b>ASSESSMENT AUDIT SALES VERIFICATION CODES</b>	
	<p>The ASSET application will obtain new registrations from Registries Land Title Changes twice a month. Where the transfer document should be verified (see Table 4, Alberta Registration Document Types), ASSET will code the transaction as an unverified sale and try to match it with an existing indicator of value or annual return record in ASSET. ASSET will try to match the transaction to a certificate of title first, to a LINC number second, and to a short legal description last. The matching process stops when a matching record is found in ASSET.</p> <p>The assessor will use the indicator of value submission to update the IOV sales records created by the ASSET matching process.</p>	<p><del>The ASSET application will obtain new registrations from Registries Land Title Changes. Assessors will be notified of the new registrations by ASSET. Where the document should be verified as per Error! Reference source not found., Alberta Registries Registration Document Types, and the value is within 3% of the consideration, ASSET will code the transaction as a sale. ASSET will then assign a verification code of 8000 (not verified) and flag it for use in the ratio study. The indicators of value submissions will be used by the assessor to update the automated Asset verification process results.</del></p>
3.2.1	<b>Submit Verification Information</b>	
	<p>The sales on ASSET <b>from Registries Land Title Changes will be matched to existing IOV or annual return records.</b> It will be the responsibility of the municipality to provide more specific and current verification, adjustment and assessment information. If a sample size needs to be increased, a submission at the end of the year will allow previously excluded sales to be adjusted and included in the ratio analysis.</p> <p>A submission after the models have been tested and finalized is necessary to facilitate the <b>calculation and provision</b> of 'assessments at the time of sale'.</p> <p><b>An 'assessment at the time of sale' may differ from the assessment on the roll due to changes in the property since it sold (for example, a new garage is built), or because a sold property had a regulated assessment component that was, for the purposes of the ratio study assessment, changed to the market value model.</b></p>	<p>The sales on Asset will <del>default to a 'good sale not verified'</del>. It will be the responsibility of the municipality to provide more specific verification, adjustment and assessment information. If a sample size needs to be increased, a submission at the end of the year will allow previously excluded sales to be adjusted and included in the ratio analysis.</p> <p>A submission after the models have been tested and finalized is necessary to facilitate the <b>inclusion</b> of 'assessments at the time of sale'.</p>

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3.2.2	<b><i>Assessment Audit Sale Verification Codes</i></b>	
	<p><b><i>8007 Agreement for Sale</i></b></p> <p>Agreements for sale do not involve a transfer of title until some later date. Agreements for sale are ordinarily rejected from ratio studies; however, they can be used if research confirms that the agreement is arm's length and the price is representative of current market value. An agreement for purchase can be registered on a land title, but is not reported <b>with</b> the Land Titles Change (LTC) data.</p>	<p><b><i>8007 Agreement for Sale</i></b></p> <p>Agreements for sale do not involve a transfer of title until some later date. Agreements for sale are ordinarily rejected from ratio studies; however, they can be used if research confirms that the agreement is arm's length and the price is representative of current market value. An agreement for purchase can be registered on a land title, but is not reported <del>on</del> the Land Titles Monthly Change <b>Summary</b> (LTCS) data.</p>
	<p><b><i>8011 Opinion of Value from Transfer Document</i></b></p> <p>Ordinarily, the price used in the ratio study is the consideration amount stated on the transfer document. But if the consideration amount is missing or if research indicates that the declared value better represents market value, then the declared value may be <b>used as the adjusted price</b>. Always document the rationale for using the declared opinion of value, and use the same criteria for including or excluding the declared opinion of value that is used for the consideration amount. <b>When an opinion of value from a transfer document occurs, a corresponding adjustment (code 5017) must be reported. This will indicate the adjustment between the consideration amount and the declared opinion of value.</b></p>	<p><b><i>8011 Opinion of Value from Transfer Document</i></b></p> <p>Ordinarily, the price used in the ratio study is the consideration amount stated on the transfer document. But if the consideration amount is missing or if research indicates that the declared value better represents market value, then the declared value may be <b>substituted</b>. Always document the rationale for using the declared opinion of value, and use the same criteria for including or excluding the declared opinion of value that is used for the consideration amount.</p>

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3.3.1	<p><i>Opinion of Value from Transfer Document (Adjustment Code 5017)</i></p> <p>This adjustment allows assessors to include sales where the consideration amount is missing or if research indicates that the declared opinion of value better represents market value. The adjustment amount is the difference between the consideration paid and the declared opinion of value. The consideration and value amounts come from the land title transfer documents. This adjustment is only used with sale verification code 8011.</p>	NEW														
3.6	<b>STANDARDIZED CODES</b>															
3.6.11	<b>Liability Code</b>															
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	<b>Ministerial Order</b>	<b>MO-L:016/06</b>	Excludes the taxable assessment of lands and improvements within the Garden River community, I.D. No. 24 from the equalized assessment.	MO-L:016/06	<i>NEW</i>
	<p><b>Community Revitalization Levy</b></p> <p>In accordance with the MGA, a municipality can establish a community revitalization levy (CRL) area to help pay for infrastructure and other costs associated with the revitalization of that area.</p> <p>Pursuant to section 381.4(1) of the MGA, and subject to provincial approval of a regulation and the passing of a municipal CRL bylaw, the incremental assessed value of property within the designated area shall be excluded from the equalized assessment and any applicable requisitions outlined under part 10 of the MGA.</p> <p>For the purposes of the annual return, if a municipality has an appropriately established CRL area, liability codes must be assigned to the designated properties. Specifically, the assessor must apply the appropriate liability codes that identify the tax status and exemption reason for the baseline assessment and for the incremental assessment to each CRL property. Proper application of the liability codes will ensure that the incremental assessment values for the properties within the CRL area are excluded from the equalized assessment and requisitions outlined under section 10 of the MGA.</p> <p>Every property within the CRL area must be assigned the following components of the liability code:</p> <ul style="list-style-type: none"> <li>○ Property Description Code</li> <li>○ Tax Code</li> <li>○ Tax Exemption Reason Code</li> <li>○ Assessed Person Code</li> <li>○ Requisitioning Body Percentage</li> </ul>				<i>NEW</i>

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2006 Alberta Assessment Quality Minister's Guidelines and the 2006 Recording and Reporting Information for  
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	<ul style="list-style-type: none"> <li>○ Requisitioning Body Type</li> <li>○ Requisitioning Body Code</li> </ul> <p>Below are some examples of how the liability codes must be applied to a property's baseline assessment and incremental assessment.</p> <div style="border: 1px solid black; padding: 5px; margin: 10px 0;">  <p>Sec Table 19 Tax Exemption Codes or verify with the Assessment Services Branch that the appropriate regulation number has been added to the ASSET reference table. Tax exemption codes are updated from time to time.</p> </div> <p><b>Example 1</b> – In the first effective year of the levy bylaw the actual assessment of a property (\$325,000 in this example) is set as the baseline assessment. A zero “0” must be reported on the annual return as the incremental assessed value for the year that the regulation comes into effect because an incremental assessment will not be realized until the following year. The assessor must assign the “X” tax code to the incremental assessed value. The X code excludes the assessment from the equalized assessment. In addition, the assessor must apply an exemption reason code to the incremental assessed value. The appropriate tax exemption reason code is the regulation number. For example “AR 001/2006”.</p> <p style="text-align: center;"><b>Table too big. See Page 118 of the RnR manual</b></p> <p><b>Example 2</b> –If the actual assessment grows in the second year of the levy bylaw (for example, to \$400,000), the baseline assessment is the same as the previous year (\$325,000); however, the incremental assessment is now established at \$75,000. The tax code and exemption reason remain in place until the CRL is dissolved.</p> <p style="text-align: center;"><b>Table too big. See Page 118 of the RnR manual</b></p>	

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3.6.12	<b>Annexation Code</b>	
	<p>Beginning with the 2007 annual return, assessors must report annexation information in its submission to ASSET to ensure that properties that are being annexed are removed from the assessment roll of the properties' originating municipality, and in turn, added to the assessment roll of the properties' new municipality.</p> <div data-bbox="697 415 1074 618" style="border: 1px solid black; padding: 5px; width: fit-content;">  <p>A list of the Orders in Council that authorize annexations are available on the ASSET website.</p> </div> <p>The assessor for the municipality in which assessed properties were annexed from must assign the tax code "N" and the applicable Order in Council (OC) number for the annexation (e.g., OC123/2006) to each affected property. As well, the assessed value for these properties must be reported as "0" (zero). This information will not be used for any purpose other than reconciling the properties with the municipality in which the properties were annexed to. The assessor is only required to record and report this information in the year in which the annexation takes effect.</p> <p>The assessor for the municipality that now contains the annexed properties must report in the annual return submission the applicable OC number and all other property attributes for the affected properties, beginning with the year in which the annexation takes effect.</p>	<i>NEW</i>



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2006 Alberta Assessment Quality Minister's Guidelines and the 2006 Recording and Reporting Information for  
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<b>5.0</b>	<b>DECLARATION BY APPOINTED ASSESSOR</b>	
	<b>Annual Return Declaration – Appointed Assessor</b>	
Form MAFP 1322 (2006/10)	<p><b>PART 1 LEGISLATION</b></p> <p>2. The recording and reporting procedures set out in the Matters Relating to Assessment and Taxation Regulation and the <b>2006</b> Alberta Assessment Quality Minister's Guidelines have been followed.</p> <p><b>SALES</b></p> <p>1. All sales of property have been considered, screened, and adjusted according to the <b>2006</b> Alberta Assessment Quality Minister's Guidelines, and this information has been submitted as required.</p>	<p><b>PART 1 LEGISLATION</b></p> <p>2. The recording and reporting procedures set out in the Matters Relating to Assessment and Taxation Regulation and the Alberta Assessment Quality Minister's Guidelines have been followed.</p> <p><b>SALES</b></p> <p>1. All sales of property have been considered, screened, and adjusted according to the Alberta Assessment Quality Minister's Guidelines, and this information has been submitted as required.</p>
	<b>Supplementary Assessment Declaration – Appointed Assessor</b>	
Form MAFP 1325 (2006/10)	<p><b>LEGISLATION</b></p> <p>2. The recording and reporting procedures set out in the Matters Relating to Assessment and Taxation Regulation and the <b>2006</b> Alberta Assessment Quality Minister's Guidelines have been followed.</p>	<p><b>LEGISLATION</b></p> <p>2. The recording and reporting procedures set out in the Matters Relating to Assessment and Taxation Regulation and the Alberta Assessment Quality Minister's Guidelines have been followed.</p>
	<b>Assessment Revisions Declaraion - Appointed Assessor</b>	
Form MAFP 1324 (2006/10)	<p><b>LEGISLATION</b></p> <p>2. The recording and reporting procedures set out in the Matters Relating to Assessment and Taxation Regulation and the <b>2006</b> Alberta Assessment Quality Minister's Guidelines have been followed.</p>	<p><b>LEGISLATION</b></p> <p>2. The recording and reporting procedures set out in the Matters Relating to Assessment and Taxation Regulation and the Alberta Assessment Quality Minister's Guidelines have been followed.</p>
<b>7.0</b>	<b>MUNICIPAL ASSESSMENT AND AUDIT PROCESS</b>	
	<p><b>Submit Verification</b></p> <p>Verified sales information should be submitted to ASSET regularly throughout the year to facilitate timely sales data sharing.</p>	<p><b>Submit Verification</b></p> <p>Verified sales information should be submitted to ASSET regularly throughout the year to facilitate timely sales data sharing. Submissions could be made weekly, bi-weekly or monthly, <del>but should not occur at</del></p>

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	<p>Submissions could be made weekly, bi-weekly or monthly.</p> <p>A submission at the end of the assessment year will allow previously rejected sales to be adjusted and included in the ratio analysis if the sample size needs to be increased. Assessments at the time of sale can be added at this time.</p>	<p><del>intervals longer than a month.</del></p> <p><del>Some sales will default to a 'good sale not verified' and it will be the responsibility of the municipality to provide more specific verification, adjustment and assessment information.</del></p> <p>A submission at the end of the assessment year will allow previously rejected sales to be adjusted and included in the ratio analysis if the sample size needs to be increased. Assessments at the time of sale can be added at this time.</p>
	<p><b>ASSET Audit Tests</b></p> <p>An assessor may load assessments and run the ASSET audit tests at any time, and as often as is necessary. Each load of data will trigger the ASSET compliance tests to be run. The assessor can also select other analysis programs to run. A new annual return submission will cause previous submissions to be deleted. <b>An auditor</b> will not review the compliance tests for a municipality until the appointed assessor makes the declaration.</p>	<p><b>ASSET Audit Tests</b></p> <p>An assessor may load assessments and run the ASSET audit tests at any time, and as often as is necessary. Each load of data will trigger the ASSET compliance tests to be run. The assessor can also select other analysis programs to run. A new annual return submission will cause previous submissions to be deleted. <b>However,</b>—an auditor will not review the compliance tests for a municipality until the appointed assessor makes the declaration.</p>
	<p><b>Annual Audit Report</b></p> <p>ASSET makes a report of the annual audit to the municipality and the assessment levels are used to prepare the equalized assessment.</p>	<p><b>Annual Audit Report</b></p> <p><del>An auditor</del> makes a report of the annual audit to the municipality and the assessment levels are used to prepare the equalized assessment.</p>