

In connection with the preparation of assessments in _____ (the municipality) for the assessment year ending December 31, _____, I declare I have done the following to the best of my knowledge and belief:

PART 1 LEGISLATION

1. The duties and responsibilities of the assessor in preparing assessments have been carried out in accordance with the *Municipal Government Act*.
2. The recording and reporting procedures set out in the Matters Relating to Assessment and Taxation Regulation and the applicable Alberta Assessment Quality Minister's Guidelines have been followed.

SALES

1. All sales of property have been considered, screened, and adjusted according to the applicable Alberta Assessment Quality Minister's Guidelines, and this information has been submitted as required.

ASSESSMENTS

1. Sold and unsold properties are assessed fairly and equitably.

PART 2 QUALIFICATIONS OF ASSESSOR

1. The complete provisions of the Qualifications of Assessor Regulation have been met.
2. The person(s) designated under the *Municipal Government Act* to carry out the duties and responsibilities of an assessor on behalf of the municipality is/are indicated below. **Note:** It is not necessary to list all assessment staff, only the person(s) appointed to the position of designated officer to carry out the duties and responsibilities of an assessor.

Assessor Name	Title	<input type="checkbox"/> AMAA <input type="checkbox"/> AACI <input type="checkbox"/> CAE <input type="checkbox"/> Equivalency as per the Qualifications of Assessor Regulation
Assessor Name	Title	<input type="checkbox"/> AMAA <input type="checkbox"/> AACI <input type="checkbox"/> CAE <input type="checkbox"/> Equivalency as per the Qualifications of Assessor Regulation
Assessor Name	Title	<input type="checkbox"/> AMAA <input type="checkbox"/> AACI <input type="checkbox"/> CAE <input type="checkbox"/> Equivalency as per the Qualifications of Assessor Regulation

PART 3 ASSESSMENT OF REGULATED PROPERTY

1. (a) Property within the municipality includes property used for farming operations, as defined in the Matters Relating to Assessment and Taxation Regulation. Yes
 No
 - (b) If yes, the assessment of property used for farming operations was prepared in accordance with the Matters Relating to Assessment and Taxation Regulation and the applicable Minister's Guidelines. Yes
 No
2. (a) Property within the municipality includes machinery and equipment, as defined in the Matters Relating to Assessment and Taxation Regulation. Yes
 No
 - (b) If yes, the assessment of machinery and equipment was prepared in accordance with the Matters Relating to Assessment and Taxation Regulation and the applicable Minister's Guidelines. Yes
 No
3. (a) Property within the municipality includes railway, as defined in the *Municipal Government Act*. Yes
 No
 - (b) If yes, the assessment of railway was prepared in accordance with the Matters Relating to Assessment and Taxation Regulation and the applicable Minister's Guidelines. Yes
 No

CONFIRMATION OF APPOINTED ASSESSOR

Appointed Assessor Name	Signature	Date
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This information is being collected for the purpose of declaring that the requirements for assessments have been met in accordance with the Matters Relating to Assessment and Taxation Regulation and will be managed in compliance with the Freedom of Information and Protection of Privacy Act. Questions about the collection of this information can be directed to Alberta Municipal Affairs, Assessment Services Branch, 15th Floor, Commerce Place, 10155 102 Street, Edmonton, Alberta, T5J 4L4, (780) 422-1377. (Outside of Edmonton call 310-0000 to be connected toll free.)