

**To avoid problems using this form: 1) Clear your browser cache, 2) Use your computer. The forms may not open on mobile devices (tablets, phones), 3) Save and access the file on your computer in a place you can remember. 4) Open the file in Acrobat Reader 10 (or higher).**

## Property Information Request Form

If you require information for a single property, please go to: [bcassessment.ca](http://bcassessment.ca) or go [here](#) to view BC Assessment's Products and Public Information Fee Schedule.

### Important Information

- Custom reports are delivered in Excel 2007.xlsx or .pdf format, unless otherwise agreed.
- BC Assessment assumes no responsibility for the accuracy of information which is not required to be reported under the *Assessment Authority Act*.
- BC Assessment will provide a price estimate for your approval prior to creating the report. The final price will be dependent on the number of properties included and the complexity of your request. Payment by cheque will be required in advance.
- During the price estimate process, you will be asked to sign an agreement applicable to any data provided by BC Assessment.
- All data is the most current, published data unless otherwise requested. Property owner name and mailing address information is not available. A BCA staff member will advise if your organization is not eligible to receive one or more data elements.

Please submit your completed form to [propertyinfo@bcassessment.ca](mailto:propertyinfo@bcassessment.ca)

Your Contact Information			
Primary Contact Name:		Secondary Contact Name:	
Primary Contact Email:		Secondary Contact Email:	
Primary Contact Phone:		Secondary Contact Phone:	
I am requesting this information on behalf of:			
I represent the person/organization stated above as: <i>(e.g. property agent, lawyer)</i>			
If you are representing an organization, then complete the following:			
Organization name:			
My position:			
Organization Mailing Address:			
Organization Website URL:			
If the organization you represent is in the public sector (e.g. government, taxing authority), do you have a statutory authority to receive this data? <i>If yes, please provide details ( e.g. Community Charter, name and section of legislation)</i>			
Provide further information about your request			
Provide high-level description of your request			
Provide a detailed description of your intended use of the requested data to allow us to ensure that it is consistent with legislative requirements under the <i>Assessment Act</i> and the <i>Freedom of Information and Protection of Privacy Act (FOIPPA)</i> ."			
Select Priority of data delivery: High*, Medium, or Low <i>*Additional fees may apply for high priority requests.</i>			

## Property Information Request Form

<b>Select your Assessment Roll Year(s):</b> (Enter '✓' or 'X' beside the selection(s) that apply).	
1. Current Roll Year	
2. Previous Roll Year	
3. Other (Please Specify)	
<b>Select geographical area(s) of your request:</b> (Enter '✓' or 'X' beside the selection(s) that apply).	
1. Entire Province of British Columbia	
2. Or the following Assessment Region(s):	
• Vancouver Island (includes Victoria, Nanaimo, Courtenay)	
• Greater Vancouver (includes Vancouver, Burnaby)	
• Fraser Valley (includes Surrey, White Rock, Abbotsford)	
• Thompson Okanagan (includes Kelowna, Kamloops)	
• Kootenay Columbia (includes Nelson, Cranbrook)	
• Northern BC (includes Williams Lake, Terrace, Prince George, Dawson Creek)	
<b>3. Or the following list of the specific Area and Jurisdiction codes:</b>	
<i>To help identify this information, see <a href="http://www.bcasessment.ca/Services-products/area-office-counter-services/Assessment-area-jurisdiction-list">http://www.bcasessment.ca/Services-products/area-office-counter-services/Assessment-area-jurisdiction-list</a> for a full list of codes</i>	
<b>Select the property type for your request:</b> (Enter '✓' or 'X' beside the selection(s) that apply). Please note that not all data elements are available for all property types.	
<b>1. The following property type(s):</b>	
• Accommodations	
• Civic & Recreation	
• Commercial	
• Farm	
• Industrial	
• Multi-Family	
• Residential	
• Strata Residential	
• Strata Income, Commercial and Investment (IC&I)	
• Transportation and Utilities	
<b>2. Or list the specific Actual Use codes required:</b>	
<i>See Appendix 1 for a full list of actual use codes.</i>	

## Property Information Request Form

PLEASE SELECT THE DATA ELEMENTS YOU WOULD LIKE IN YOUR REPORT			
<i>Please note that not all data elements are available for all property types. (Enter '✓' or 'X' beside the selection(s) that apply).</i>			
<b>1. Available for all Property Types</b>			
• Assessment Area, Jurisdiction, Roll Number		• Year Built	
• Neighbourhood		• Effective Year	
• Primary Actual Use Code		• Actual Value – Total	
• Manual Class Code (Main Building)		• Actual Value – Land	
• Address (includes unit number, street number and name, type, and direction)		• Actual Value – Improvement	
• Land Title PID Number (Parcel ID)		• Property Class	
• Legal Description		• Regional District	
• Land Size & Land Depth		• School District	
<b>2. Available for Residential properties</b>			
• Total Finished Area		• Number of Bedrooms	
• Foundation Area		• Carport/Garage (Yes or No)	
• Number of Bathrooms		• Pool (Yes or No)	
<b>3. Available for Strata properties</b>			
• Strata Unit Area		• Number of Strata Units	
<b>4. Available for Non-residential properties (includes Multi-Family)</b>			
• Building Type		• Gross Leasable Area	
• Unit of Measure (Retail NLA, Office GLA, APT 1 Brms)		• Net Leasable Area	
• Gross Building Area			
<b>5. Available for Sale(s)</b> <i>Vendor and purchaser information is not available</i>			
• Most recent sale		• Conveyance price	
• Conveyance date			
<b>6. Other (review required for availability of data):</b>			

Submit your order: [propertyinfo@bcassessment.ca](mailto:propertyinfo@bcassessment.ca)

A member of our team will contact you within 2 business days to discuss your order.

## Property Information Request Form

### APPENDIX 1 – Actual Use Codes and Descriptions

ACCOMODATIONS			
230	Hotel	232	Motel & Auto Court

CIVIC & RECREATION			
600	Recreational & Cultural Buildings (Includes Curling	630	Works Yards
601	Civic, Institutional & Recreational (Vacant)	632	Ranger Station
610	Parks & Playing Fields	634	Government Research Centres (Includes Nurseries &
612	Golf Courses (Includes Public & Private)	640	Hospitals (Nursing Homes Refer To Commercial Section).
614	Campgrounds (Includes Government Campgrounds, YMCA &	642	Cemeteries (Includes Public Or Private).
615	Government Reserves (Includes Greenbelts (Not In Farm	650	Schools & Universities, College Or Technical Schools
620	Government Buildings (Includes Courthouse, Post Office	652	Churches & Bible Schools
622	Alrt	654	Recreational Clubs, Ski Hills
623	Alrt/Mixed Use	660	Land Classified Recreational Used For
625	Garbage Dumps, Sanitary Fills, Sewer Lagoons, Etc.		

COMMERCIAL			
200	Store(S) And Service Commercial	236	Campground (Commercial)
201	Vacant IC&I	237	Bed & Breakfast Operation 4 Or More Units
202	Store(S) And Living Quarters	238	Seasonal Resort
203	Stores And/Or Offices With Apartments	240	Greenhouses And Nurseries (Not Farm Class)
204	Store(S) And Offices	250	Theatre Buildings
205	Big Box	252	Drive-In Theatres
206	Neighbourhood Store	254	Neighbourhood Pub
208	Office Building (Primary Use)	256	Restaurant Only
209	Shopping Centre (Neighbourhood)	257	Fast Food Restaurants
210	Bank	258	Drive-In Restaurant
211	Shopping Centre (Community)	260	Parking (Lot Only, Paved Or Gravel-Com)
212	Department Store - Stand Alone	262	Parking Garage
213	Shopping Centre (Regional)	266	Bowling Alley
214	Retail Strip	270	Hall (Community, Lodge, Club, Etc.)
215	Food Market	280	Marine Facilities (Marina)
217	Air Space Title	284	Seniors Strata - Care, Independent or Assisted Living
220	Automobile Dealership	285	Seniors Licensed Care
222	Service Station	286	Seniors Independent & Assisted Living
224	Self-Serve Service Station	288	Sign Or Billboard Only
225	Convenience Store/Service Station	422	IC&I Water Lot (Vacant)
226	Car Wash	423	IC&I Water Lot (Improved)
227	Automobile Sales (Lot)		
228	Automobile Paint Shop, Garages, Etc.		

FARM			
110	Grain & Forage	151	Beef (Vacant)
111	Grain & Forage (Vacant)	160	Dairy
120	Vegetable & Truck	161	Dairy (Vacant)
121	Vegetable & Truck (Vacant)	170	Poultry
130	Tree Fruits	171	Poultry (Vacant)
131	Tree Fruits (Vacant)	180	Mixed
140	Small Fruits	181	Mixed (Vacant)
141	Small fruits (Vacant)	190	Other
150	Beef	191	Other (Vacant)

RESIDENTIAL			
000	Single Family Dwelling	041	Duplex, Strata Up / Down
001	Vacant Residential Less Than 2 Acres	043	Parking (Lot Only, Paved Or Gravel-Res)
002	Property Subject To Section 19(8)	047	Triplex
020	Residential Outbuilding Only	060	2 Acres Or More (Single Family Dwelling, Duplex)
032	Residential Dwelling with Suite	061	2 Acres Or More (Vacant)
033	Duplex, Non-Strata Side by Side or Front / Back	062	2 Acres Or More (Seasonal Dwelling)
034	Duplex, Non-Strata Up / Down	063	2 Acres Or More (Manufactured Home)
035	Duplex, Strata Side by Side	070	2 Acres Or More (Outbuilding)
036	Duplex, Strata Front / Back	239	Bed & Breakfast Operation Less Than 4 Units
037	Manufactured Home (Within Manufactured Home Park)		
038	Manufactured Home (Not In Manufactured Home Park)		

## Property Information Request Form

<b>INDUSTRIAL</b>			
272	Storage & Warehousing (Open)	432	Oil Refining Plants
273	Storage & Warehousing (Closed)	433	Gas Scrubbing Plants
274	Storage & Warehousing (Cold)	434	Petroleum Bulk Plants
275	Self Storage	435	Liquid Gas Storage Plants
276	Lumber Yard Or Building Supplies	436	Oil & Gas Transportation Pipelines
400	Fruit & Vegetable	437	Oil & Gas Pumping & Compressor Stations
401	Industrial (Vacant)	438	Miscellaneous (Petroleum Industry)
402	Meat & Poultry	440	Mining (Coal)
403	Sea Food	442	Mining & Milling (Metallic)
404	Dairy Products	443	Mining & Milling Non-Metallic (Including Asbestos,
405	Bakery & Biscuit Manufacturing	444	Smelting & Refining
406	Confectionery Manufacturing & Sugar Processing	445	Sand & Gravel (Vacant and Improved)
407	Soft Drink Bottling	446	Cement Plants
408	Brewery	447	Asphalt Plants
409	Winery	448	Concrete Mixing Plants
410	Distillery	449	Miscellaneous (Mining And Allied Industries)
412	Feed Manufacturing	450	Rubber & Plastics Products
413	Flour Mills & Breakfast Cereal Products	452	Leather Industry
414	Miscellaneous (Food Processing)	454	Textiles & Knitting Mills
415	Sawmills	456	Clothing Industry
416	Planer Mills (When Separate From Sawmill)	458	Furniture & Fixtures Industry
417	Plywood Mills	460	Printing & Publishing Industry
418	Shingle Mills	462	Primary Metal Industries (Iron & Steel Mills,
419	Sash & Door	464	Metal Fabricating Industries
420	Lumber Remanufacturing (When Separate From Sawmill)	466	Machinery Manufacturing (Excluding Electrical)
421	Vacant	468	Transportation Equipment Industry (Including Aircraft,
424	Pulp & Paper Mills (Incl Fine Paper, Tissue & Asphalt Roof)	470	Electrical & Electronics Products Industry
425	Paper Box, Paper Bag, And Other Paper Remanufacturing.	472	Chemical & Chemical Products Industries
426	Logging Operations, Incl Log Storage	474	Miscellaneous & (Industrial Other)
427	Logging Roads & Bridges	476	Grain Elevators
428	Improved	478	Docks & Wharves
429	Miscellaneous (Forest And Allied Industry)	480	Shipyards
430	Petroleum And Gas Exploration (Including Oil And Gas	490	Parking Lot Only (Paved Or Gravel)
431	Production Pipelines		

<b>MULTI-FAMILY</b>			
049	Fourplex	054	Multi-Family (High-Rise)
050	Multi-Family (Apartment Block)	055	Multi-Family (Minimal Commercial)
051	Multi-Family (Vacant)	056	Multi-Family (Residential Hotel)
052	Multi-Family (Garden Apartment & Row Housing)	234	Manufactured Home Park
053	Multi-Family (Conversion)		

<b>STRATA RESIDENTIAL</b>			
029	Strata Lot (Parking Residential)	042	Strata-Lot Seasonal Dwelling (Condominium)
030	Strata-Lot Residence (Condominium)	057	Stratified Rental Townhouse
031	Strata-Lot Self Storage-Res Use	058	Stratified Rental Apartment (Frame Construction)
039	Row Housing (Single Unit Ownership)	059	Stratified Rental Apartment (Hi-Rise Construction)

<b>STRATA ICI</b>			
216	Commercial Strata-Lot	233	Individual Strata Lot (Hotel/Motel)
218	Strata-Lot Self Storage-Business Use	300	Stratified Operational Facility Areas
219	Strata Lot (Parking Commercial)	488	Strata-Lot Self Storage-Industrial Use

<b>TRANSPORTATION &amp; UTILITIES</b>			
500	Railway	540	Community Antenna Television (Cablevision)
505	Marine & Navigational Facilities (Includes Ferry	550	Gas Distribution Systems
510	Bus Company, Including Street Railway	560	Water Distribution Systems
515	Airports, Heliports, Etc.	570	Irrigation Systems
520	Telephone	580	Electrical Power Systems (Including Non-Utility
525	Fiberoptic Conduit	590	Miscellaneous (Transportation & Communication)
530	Telecommunications (Other Than Telephone)		