

Request for Assessment Information 2012 Tax Year

For Internal Use Only:	
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Bylaw No. 15034 – As Amended

This form is required when an owner or agent is seeking confidential property information pursuant to Section 299 of the *Municipal Government Act*. **Only one owner per request is allowed.**

Agents: Section C and the Account Request Form must be completed. Either section A or B must also be completed unless a completed Agent/Representative Authorization Form for the 2012 tax year has already been submitted to the Assessment and Taxation Branch. No confidential information will be processed or released until all required forms are completed.

Property Managers: Section B and the Account Request Form must be completed. A copy of the contract with the owner's confirmation and authorization and/or a sworn affidavit must also be submitted unless a completed Agent/Representative Authorization Form for the 2012 tax year has already been submitted to the Assessment and Taxation Branch. No confidential information will be processed or released until all required forms are completed.

Owners: Section A and the Account Request Form must be completed. No Agent/Representative Authorization Form is needed.

Upon receiving the required and completed forms, the City of Edmonton must provide the information requested in compliance with the regulations within fifteen days, unless the information is available on the City's website. You will be billed according to the amended fee bylaw after your request has been processed. If you have any questions please contact the Assessment and Taxation Branch, Information Management Centre at 780-442-1495.

The following signatories will be considered valid:

1. Where the owner of the property (the owner is always the party who is named on the Land Titles certificate) is an individual, any letter signed by the owner or someone with Power of Attorney (which must be attached) from the owner is valid. Where there are multiple owners only one owner needs to sign.
2. Where the owner of the property is a corporation, we will accept the following positions within the corporation owning the property:

<input type="checkbox"/> President	<input type="checkbox"/> Controller	<input type="checkbox"/> Manager of Real Estate
<input type="checkbox"/> Vice President	<input type="checkbox"/> Comptroller	<input type="checkbox"/> Director Real Estate Taxes
<input type="checkbox"/> Chief Executive Officer (CEO)	<input type="checkbox"/> Asset Manager	
<input type="checkbox"/> Chief Financial Officer (CFO)	<input type="checkbox"/> Manager of Property & Taxation	
3. Where the owner of the property is a corporation, we will accept the following positions or individuals within the corporation owning the property when supporting documents are provided:
 - Director as identified by a corporate search.
 - Individuals listed on a corporate search owning 1% or more of the shares of the corporation.
 - Individuals that swear an Affidavit stating that they have signing authority for the corporation (Affidavit must be from current year).
 - Individuals that have corporate signing authority through a resolution of the corporation (resolution must be attached).
 - Individuals acting under a Power of Attorney on behalf of the corporation (a copy of Power of Attorney must be provided).
4. Where the person signing is a property manager we will only accept the letter of authorization in the following circumstances:
 - Where the property manager has sworn an Affidavit stating that they have corporate signing authority for the owner of the property in relation to the property assessment. (Affidavit must be from current year).
 - Where the property manager can show a signed contract indicating that they have the authority to act on behalf of the property in relation to property assessment.

If an Affidavit and/or corporate search is required to confirm authorization, you must provide this information before the City of Edmonton will take any action on the request. Corporate Searches cannot be older than 30 Days.

Section A: Owner Information

Corporation / Owner's Name: _____

Contact Name (if Owner is a Corporation): _____

Mailing Address: _____

Phone number: _____ Fax Number: _____

Authorized Signature: _____ Title of Authorized Signatory: _____
(If owner is requesting information directly please sign this request)

Section B: Authorized Property Manager* Information

* Authorized Property Managers must attach a copy of the contract with the owner's confirmation and authorization and/or provide a sworn Affidavit

Authorized Corporation Name: _____ Representative Name: _____

Phone number: _____ Fax Number: _____

Authorized Signature: _____

Section C: Agent/Representative Information

Authorized Corporation Name: _____ Representative Name: _____

Phone number: _____ Fax Number: _____

Authorized Signature: _____

Return completed form to: **Mail:** Assessment and Taxation Branch
Information Management Centre
2nd Floor, Chancery Hall
3 Sir Winston Churchill Square
Edmonton AB T5J 2C3

Fax: 780-496-1986

AFFIDAVIT VERIFYING
CORPORATE SIGNING AUTHORITY

CANADA) I, _____
PROVINCE OF _____) of the City of _____
) in the Province of _____
) MAKE OATH AND SAY:

1. I am a _____ (position or job) of _____ (corporation),
named in the attached instrument.

2. I am authorized by this corporation and have corporate signing authority to execute the
attached instrument pursuant to _____
(examples: resolution of the corporation, officer of the corporation, written contract, etc)

SWORN BEFORE ME at the City)
of _____, in the Province)
of _____, this _____ day of) _____
_____, 201___.)
)

A Commissioner for Oaths in
and for the Province of _____
Commission Expiry: _____