Request for Password for Assessment Information

2012 Tax Year

For Internal Use Only:	
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This form is required when an owner is seeking the password to access their assessment information online at the City of Edmonton website. **Only one owner will be allowed per request.**

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:
   - o President
   - o Vice President
   - o Chief Executive Officer (CEO)
   - o Chief Financial Officer (CFO)
   - o Controller
   - o Comptroller
   - o Asset Manager
   - o Manager of Property & Taxation
   - o Manager of Real Estate
   - o Director Real Estate Taxes
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:
   - o Director as identified by a corporate search.
   - o Individuals listed on a corporate search owning 1% or more of the shares of the corporation.
   - o Individuals that swear an Affidavit stating that they have signing authority for the corporation (Affidavit must be from current year).
   - o Individuals that have corporate signing authority through a resolution of the corporation (resolution must be attached).
   - o 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:
   - o Where the property manger 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).
   - o 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): _____

Title (If Owner is a Corporation): _____

Mailing Address: _____

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

The information received will be protected in accordance with the privacy provisions of the *Municipal Government Act*, R.S.A. 2000, c.M-26, and the *Freedom of Information and Protection of Privacy Act,* R.S.A. 2000, c.F-25.

Section B: General Property Information

Please list all properties for which you are requesting the password for. If you are requesting more than 30 accounts you are required to fill out another complete request. This form is only valid when attached to a completed Request for Assessment Information form.

Tax Roll Account Number

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