



Request for Assessment Information
2009 Tax Year

For Internal Use Only:	
1	2
3	4

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 will be allowed per request.**

Agents: This form must be filled out in its entirety and submitted with a completed Agent/Representative Authorization Form before the Assessment and Taxation Branch, Information Management Centre will process and release confidential information as described in this request to the authorized person.

Owners: Please fill out Sections A & C only. No Agent/Representative Authorization Form is needed.

We will attempt to process your request within 5 days. Please note that if the request is larger in volume or has a lot of accounts the processing time may be longer.

The following signatories will be considered valid:

1. Where the owner of the property (the owner is always the party who is named on Land Titles certificate) is an individual, then 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 signatures from the following:
 - o President of the corporation owning the property.
 - o Vice President of Real Estate of the corporation owning the property.
 - o Manager of Real Estate of the corporation owning the property.
 - o Vice President of Finance of the corporation owning the property.
 - o Director of the corporation owning the property. Directors should be identified by a corporate search that must be provided to the City of Edmonton and cannot be older than 30 days.
 - o Chief Executive Officer (CEO) or Chief Financial Officer (CFO) of the corporation owning the property.
 - o Controller or Comptroller of the corporation owning the property.
 - o Individuals listed on a corporate search owning 1% or more of the shares of the corporation owning the property.
 - 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 proving Power of Attorney must be provided).

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.

3. Where the person signing is a property manager we will only accept the letter of authorization in the following circumstances:
 - o 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.
 - o Where the property manager can show us a signed contract indicating that they have the authority to act on behalf of the owner of the property in relation to property assessment.

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: _____

(If owner is requesting information directly please sign this request)

Section B: Agent/Representative Information

Authorized Corporation Name: _____

Agent 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

