

## Agent Representative Authorization Form 2016 Tax Year

This authorization form must be completed when an agent/representative is acting on behalf of the property owner. This form will also allow a property manager to inform the City that they represent a property owner and appoint an agent on their behalf. This form will also be used to determine who has the authority to act on behalf of a corporate owner whether or not an outside agent has been appointed. These forms apply to the 2015 assessment pertaining to the 2016 taxation year. This authorization is only valid for the 2016 tax year.

**Only one owner is allowed per authorization form.** Where there are multiple owners of the same property, only one owner needs to fill out this form. A separate 'Request for Assessment Information' form must be completed to receive assessment related information, as this form only acts as authorization to act on behalf of a property owner. This form must be completed, signed and filed with the City of Edmonton prior to the release of any information to the authorized party named in respect of the property described in this form. If you have any questions about the collection and use of this information, please contact the Assessment and Taxation Branch, Information Management Centre at 780-442-1495.

The provisions of use of this form are detailed on page 3. This form must be accompanied by the Schedule of Properties form on page 2.

<b>Owner Information</b>	I am identifying myself as an Authorized Signatory for the accounts I will list on page 2.
Owner Name (owner of property): _____ <div style="text-align: center;">Exact individual or Corporation name as registered at Land Titles</div>	
If corporation, name and position of authorized signatory: _____ <div style="text-align: center;">Authorized Signatories and additional documentation requirements are identified on page 3.</div>	

<b>Property Manager Information</b>	I am identifying myself as a Property Manager for the accounts I will list on page 2.
Owner Name (owner of property): _____ <div style="text-align: center;">Exact Individual or Corporation name as registered at Land Titles</div>	
Property Management Company Name (if applicable): _____	
Representative Name: _____	
Mailing Address: _____	
Phone Number: _____ E-mail or Fax Number: _____	

<b>Agent/Representative Information</b>	
I, _____, authorize disclosure of information to the Agent/Representative named below, to review the assessment of the property and/or to assist with an appeal of my assessment. I understand that this does not constitute a complaint to the Assessment Review Board under Section 460 of the <i>Municipal Government Act</i> .	
Agent / Representative Name: _____	
Company Name (if applicable): _____	
Mailing Address: _____	
Phone Number: _____ E-mail or Fax Number: _____	

**Signature of Owner or Authorized Signatory**

**Date**

Page 1

# Schedule of Properties

The Schedule of Properties form is to be used in conjunction with the Agent/Representative Authorization form. This form must be signed by the Owner/Property Manager before the City of Edmonton will release information relating to those additional properties.

## Authorization for 10 Properties or Less (Print Clearly)

Account Number (if known)	Property Address (in Edmonton, AB only)	Legal Description (if no civic address)	Internal Use Only Approved or Invalid Reason

---

**Signature of Owner or Authorized Signatory**

---

**Date**

Thank you for completing our form.

Next Steps:

1. Print form, Sign and date pages 1 & 2.

Send completed form and any other required documents (if identified on page 3) to:

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

**Fax:** 780-496-1986

**E-mail:** [assessment@edmonton.ca](mailto:assessment@edmonton.ca)

Page 2

## PROVISIONS OF USE

### **Persons Licensed to Practice Law or Provide Legal Services:**

A letter of representation must be provided by a legal representative to show proof or authority to act before any information will be provided.

### **Other Agents/Representatives:**

The following signatories will be considered valid:

1. Where the owner of the property (the owner is always the party who is named on a Land Titles certificate) is an individual, then this form 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, the City of Edmonton will accept the signature of a person in any of the following positions within the corporation owning the property:

<ul style="list-style-type: none"><li><input type="radio"/> President</li><li><input type="radio"/> Chief Executive Officer (CEO)</li><li><input type="radio"/> Controller</li><li><input type="radio"/> Asset Manager</li><li><input type="radio"/> Manager of Real Estate</li><li><input type="radio"/> Director of Real Estate</li></ul>	<ul style="list-style-type: none"><li><input type="radio"/> Vice President</li><li><input type="radio"/> Chief Financial Officer (CFO)</li><li><input type="radio"/> Comptroller</li><li><input type="radio"/> Manager of Property &amp; Taxation</li><li><input type="radio"/> Director of Property &amp; Taxation</li><li><input type="radio"/> Director (Must provide Corporate Search)</li></ul>
---	--
3. Where the owner of the property is a corporation, the City of Edmonton will accept the signature of a person in any of the following positions or individuals within the corporation owning the property when supporting documents are provided:
  - ☐ Individuals or Corporation(s) listed on a corporate search owning 1% or more of the shares of the corporation owning the property. (Corporate search must be attached.)
  - ☐ Individuals that swear an Affidavit stating that they have signing authority for the corporation. (Affidavit must be from current year and must be attached.) [Use FORM A]
  - ☐ 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. (Power of Attorney must be attached.)
4. Where the person signing is a property manager, the City of Edmonton will only accept the executed "Agent Representative Authorization Form" 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. [Use FORM B]
  - ☐ Where the property manager can provide a signed contract confirming that they have the authority to act on behalf of the owner of the property in relation to the property assessment. (Contract must be attached.)

**If an affidavit, corporate search or other supporting document is required to confirm authorization, you must provide this information before the City of Edmonton will take any action on the matter.**

AFFIDAVIT VERIFYING  
CORPORATE SIGNING AUTHORITY  
[FORM A]

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: \_\_\_\_\_

AFFIDAVIT VERIFYING  
CORPORATE SIGNING AUTHORITY  
[FORM B]

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

1. I am \_\_\_\_\_ (position or job) of \_\_\_\_\_  
corporation.
2. I am the property manager for \_\_\_\_\_ (name of owner of  
property) and I manage the property(ies) listed on the attached Schedule of Properties.
3. I am authorized by the owner and have corporate signing authority in relation to the property  
assessment for the property(ies) listed on the attached Schedule of Properties.

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: \_\_\_\_\_