

The City of Edmonton Assessment and Taxation Branch requires certain documentation from tax agents, property managers or owners prior to discussing or when requesting assessment information from the City. An Agent or Representative is anyone whom you authorize to act on your behalf in relation to assessment matters for the 2016 tax year. This includes employees, family members, corporations or other individuals.

The City requires that our forms be filled out completely when authorizing and requesting section 299 and 300 information. Ordinarily, upon receiving the required 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. The timelines for providing information under section 299 and 300 will not commence until you have approved a preliminary invoice indicating the anticipated cost of providing the information.

You will be billed for the information as well as all photocopying charges according to Fee Bylaw 15034, as amended. Photocopy charges will not apply if you select an electronic (email or fax) method of delivery. Payment in full will be required by cheque or money order made payable to the City of Edmonton prior to the information being released. You will be required to bring a copy of the invoice when picking up the information requested from our office or to make all courier arrangements. If you are arranging courier pickup, please let our office know by calling 780-442-1495 or emailing assessment@edmonton.ca. If payment is mailed to our office, please include a copy of the invoice. If you select a paper copy as your method of delivery and no pickup or courier arrangements have been made, upon receipt of payment the information will be mailed to you.

Please be advised that if an Affidavit and/or corporate search is required to confirm your authority to act for the property owner, you **must** provide this information and submit it with the City of Edmonton Request and/or Authorization forms. Affidavits signed by a commissioner of oaths that have an expiry date must state the expiry date of their commission. Forms that do not adequately confirm authority to act will be returned as invalid.

All requests must be faxed to 780-496-1986, emailed to assessment@edmonton.ca or delivered to the Assessment and Taxation Branch, Information Management Centre, Main floor Chancery Hall, 3 Sir Winston Churchill Square, Edmonton, AB T5J 2C3.

Agent Representative Authorization Form will:

- Allow an agent / representative to act on behalf of the registered property owner,
- Allow a property manager to inform the City that they represent a property owner and appoint an agent on their behalf,
- Determine who has the authority to act on behalf of the corporate owner whether or not an outside agent has been appointed.
- Allow the authorized agent / representative to speak to an assessor on behalf of the property owner / property manager or to submit a request under section 299 / 300 or request current year assessment detail reports or proformas during that calendar year.

A Request for Assessment Information (299) can be submitted by the owner, or by an agent representing the owner. If an agent or property manager is submitting this request on behalf of the owner, an Agent Representative Authorization Form must be submitted and validated before the Request for Information will be acted upon.

Requests for Comparable Information (300) need to be completed fully and an Agent Representative Authorization Form must be submitted with, or prior to, submission of the form. These forms will be reviewed to ensure that they are valid for the Subject Property (Owner Tax Roll). The first five accounts requested will be completed within fifteen days, unless the information is available on the City's website. Partial Requests will no longer be allowed on this form.

The Request for Assessment Detail Report or Proforma needs to be completed fully and an Agent Representative Authorization Form must be submitted with, or prior to, submission of the form. This form is for the current year only. Please note that a Request for Assessment Detail Report or Proforma is not a request pursuant to Section 299 or 300 of the Municipal Government Act and is instead a service provided by the City of Edmonton taxpayers that do not wish to obtain all the information available under Sections 299 and 300.

Affidavit templates are provided with the Agent Representative Authorization forms and the Request for Assessment Information forms. An affidavit may not be required unless the instructions on the form state otherwise. Note: there is a separate affidavit for property managers as the wording is different.

Requests will not be processed if received by telephone or if not on the approved City of Edmonton forms. 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.

You will be informed of any invalid authorization or request forms as soon as possible by fax or return email. A new authorization or request form will then need to be submitted again with the corrections should you choose to proceed.

Electronic versions of these forms are available on the City of Edmonton website at www.edmonton.ca. Should you require further information or clarification, contact the Assessment and Taxation, Information Management Centre at 780-442-1495.