



Request for Assessment Detail Report / Proforma

2016 Tax Year

Bylaw No. 15034 - As Amended

This form is required when an assessed person (owner) or agent is seeking assessment detail reports or proformas from the Assessment & Taxation Branch. Agents must have submitted a 2016 Agent Representative Authorization form.

While this information is being made available to assist City of Edmonton taxpayers, this request is not considered a request under Section 299 or 300 of the *Municipal Government Act*. An official 299 or 300 request can be made using the appropriate forms located on our website at www.edmonton.ca/assessment.

You will be billed according to the amended fee bylaw after your request has been processed. If you have questions, contact the Assessment and Taxation, Information Management Centre at 780-442-1495.

Section A: Contact Information This section must be filled out completely. (Print Clearly)

Name: _____ Owner's Account #: _____

Mailing Address: _____

Phone number: _____ E-mail or Fax Number: _____

Authorized Signature: _____ Title of Authorized Signatory: _____

If owner is a Corporation - The provisions of use are detailed on page 2.

Section B: General Property Information

If you are requesting more than 14 accounts you are required to fill out another complete request.

Preferred Delivery Method: ☐ Electronic (E-mail or Fax) ☐ Paper Copy (Mail or Pick up)

(If left blank a paper copy will be generated)

Photocopy fees will apply

Account Number (if known)	Year Requested (if not 2016)	Property Address or Legal Description (in Edmonton, AB only)	Internal Use Only VG

Send completed form 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

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:

- | | |
|---|--|
| <input type="radio"/> President | <input type="radio"/> Vice President |
| <input type="radio"/> Chief Executive Officer (CEO) | <input type="radio"/> Chief Financial Officer (CFO) |
| <input type="radio"/> Controller | <input type="radio"/> Comptroller |
| <input type="radio"/> Asset Manager | <input type="radio"/> Manager of Property & Taxation |
| <input type="radio"/> Manager of Real Estate | <input type="radio"/> Director of Property & Taxation |
| <input type="radio"/> Director of Real Estate | <input type="radio"/> Director (Must provide Corporate Search) |

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: _____