

Request for Assessment Information
2016 Tax Year



This is not an Assessment Notice
Reprint or Password Request
form.

Bylaw No. 15034 - As Amended

This form is required when an assessed person (owner) or agent is seeking confidential property information pursuant to Section 299 of the *Municipal Government Act*. **Only one owner per request is allowed.**

Agents: Section C and D must be completed. Either section A or B must also be completed unless a completed Agent Representative Authorization Form for the 2016 tax year has already been submitted to the Assessment and Taxation Branch. No confidential information will be processed or released until all required forms are completed.

Property Managers: Section B and D must be completed. A copy of the contract with the owner's confirmation and authorization and/or a sworn affidavit must also be submitted unless a completed Agent/Representative Authorization Form for the 2016 tax year has already been submitted to the Assessment and Taxation Branch. No confidential information will be processed or released until all required forms are completed.

Owners: Section A and D must be completed. No Agent/Representative Authorization Form is needed.

The provisions of this form are detailed on page 2.

Upon receiving the required and completed forms, the City of Edmonton must provide the information for the first five accounts in compliance with the regulations within fifteen days, unless the information is available on the City's website. You will be billed according to the amended fee bylaw after your request has been processed. The timelines for providing this information will not commence until you have approved a preliminary invoice indicating the anticipated cost of providing the information. If you have questions, contact the Assessment and Taxation, Information Management Centre at 780-442-1495.

Section A: Owner Information

Corporation / Owner's Name: _____
Exact individual or Corporation name as registered at Land Titles

Contact Name (if Owner is a Corporation): _____

Mailing Address: _____

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

Authorized Signature: _____ Title of Authorized Signatory: _____

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

Section B: Authorized Property Manager* Information

* Authorized Property Managers must attach a copy of the contract with the owner's confirmation and authorization and/or provide a sworn Affidavit

Authorized Corporation Name: _____ Representative Name: _____

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

Authorized Signature: _____

Section C: Agent/Representative Information

Authorized Corporation Name: _____ Representative Name: _____

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

Authorized Signature: _____

Section D: Information Requested

Based on the decision of the Court of Appeal in *Canadian Natural Resources Limited vs. Wood Buffalo (Regional Municipality)*, 2014 ABCA 195, the City of Edmonton will no longer be able to process a "partial" request for information under Section 299. Please identify the accounts you want a complete Section 299 package for. **If you are requesting more than 5 accounts you are required to fill out another complete request.**

| Account Number (if known) | Property Address or Legal Description (in Edmonton, AB only) | Internal Use Only | | |
|------------------------------|---|----------------------|----|---|
| | | VG | OK | R |
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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*

Send completed form and any other required documents (If identified on page 2) 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. There 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">o Presidento Chief Executive Officer (CEO)o Controllero Asset Managero Manager of Real Estateo Director of Real Estate | <ul style="list-style-type: none">o Vice Presidento Chief Financial Officer (CFO)o Comptrollero Manager of Property & Taxationo Director of Property & Taxationo 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:
 - o 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.)
 - o 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]
 - 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. (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:
 - 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. [Use FORM B]
 - o 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: _____