

### **Bylaw No. 15034 - As Amended**

This form is required when an assessed person (owner) is seeking a reprint of their assessment notice for the current year or the password from the Assessment Notice to access their assessment information online at the City of Edmonton website.

**Only one owner will be allowed per request.**

The following signatories will be considered valid:

1. Where the owner of the property (the owner is always the party who is named on the 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, we will accept the following positions within the corporation owning the property:
 

<input type="checkbox"/> President	<input type="checkbox"/> Controller	<input type="checkbox"/> Manager of Real Estate
<input type="checkbox"/> Vice President	<input type="checkbox"/> Comptroller	<input type="checkbox"/> Director of Real Estate
<input type="checkbox"/> Chief Executive Officer (CEO)	<input type="checkbox"/> Asset Manager	<input type="checkbox"/> Director of Property & Taxation
<input type="checkbox"/> Chief Financial Officer (CFO)	<input type="checkbox"/> Manager of Property & Taxation	<input type="checkbox"/> Director (provide Corporate Search)
3. Where the owner of the property is a corporation, we will accept the following positions or individuals within the corporation owning the property when supporting documents are provided:
  - ☐ Individuals listed on a corporate search owning 1% or more of the shares of the corporation.
  - ☐ Individuals that swear an Affidavit stating that they have signing authority for the corporation (Affidavit must be from current year).
  - ☐ 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 (a copy of Power of Attorney must be provided).
4. Where the person signing is a property manager we will only accept the letter of authorization 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. (Affidavit must be from current year).
  - ☐ Where the property manager can show a signed contract indicating that they have the authority to act on behalf of the property in relation to property assessment.

**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. Corporate Searches cannot be older than 30 Days.**

### **Section A: Owner Information**

Corporation / Owner's Name: \_\_\_\_\_

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) (If owner is a Corporation)

### **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: Item Requested**

☐ Reprints (Fax or Mail only) ☐ Passwords

Please provide account number if known

Account: _____	Address or Legal Description: _____
Account: _____	Address or Legal Description: _____
Account: _____	Address or Legal Description: _____
Account: _____	Address or Legal Description: _____
Account: _____	Address or Legal Description: _____

**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](mailto:assessment@edmonton.ca)

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: \_\_\_\_\_