

Request for Copy of Assessment Notice or Access Code

2020 Tax Year



Bylaw No. 17693

This form is required when an assessed person (owner) is seeking a copy (reprint) of their assessment notice for the current year or the access code from the Assessment Notice to access their assessment information online at the City of Edmonton website. **Only one owner (individual or corporation) is allowed per request form.**

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 or individuals within the corporation owning the property when supporting documents are provided:
 - o President
 - o Vice President
 - o Chief Executive Officer (CEO)
 - o Chief Financial Officer (CFO)
 - o Controller
 - o Comptroller
 - o Asset Manager
 - o Manager of Property & Taxation
 - o Manager of Real Estate
 - o Director of Real Estate
 - o Director of Property & Taxation
 - o Director (provide Corporate Search)
3. Where the **owner of the property is a corporation**, the City of Edmonton will require the individual that is signing on behalf of the corporation to have filled out the Affidavit form. [FORM "A" is an example of an acceptable Affidavit]
4. Where the person signing is a property manager we will only accept authorization 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. (Affidavit must be from current year and must be attached.) [FORM "B" is an example of an acceptable Affidavit]
 - o 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, 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. Corporate search cannot be older than 30 days.

Section A: Owner Information

Corporation / Owner's Name: _____

Contact Name (if Owner is a Corporation): _____

Mailing Address: _____

If the address noted above is different from our records, would you like to update your mailing address for the account(s) listed? Yes No

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

Copy of Notice (Fax or Mail only)

Access Code

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: _____

Send completed form to:

Mail: Assessment and Taxation Branch
Support and Information Management Services
P.O. Box 1935, Station Main
Edmonton AB T5J 2P3

Fax: 780-496-1986

E-mail: 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)
_____, 202____.)
)
)

Signature of Owner / Authorized Signatory

A Commissioner for Oaths in
and for the Province of _____

Commission Expiry: _____

Please note:

Completion of an affidavit may not be necessary and is provided as an option for corporations as identified on the Request for Copy of Assessment Notice or Access Code form.

Should the affidavit be required, it must be completed in its entirety or it will be deemed invalid.

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)
_____, 202____.)
)
)

Signature of Owner / Authorized Signatory

A Commissioner for Oaths in
and for the Province of _____

Commission Expiry: _____

Please note:

Completion of an affidavit may not be necessary and is provided as an option for property managers as identified on the Request for Copy of Assessment Notice or Access Code form.

Should the affidavit be required, it must be completed in its entirety or it will be deemed invalid.