CORPORATE SIGNING AUTHORITY FOR ASSESSMENT PURPOSES

PROVISIONS OF USE

1. Where the OWNER OF THE PROPERTY IS A CORPORATION (as named on the Land Titles certificate), the City of Edmonton will require the individual that is signing on behalf of the corporation to:
   1.1. Complete the CORPORATE SIGNING AUTHORITY FORM along with either an Affidavit or Corporate Search (not older than 30 days).
   1.2. The CORPORATE SIGNING AUTHORITY FORM shall be maintained by the City until the expiration of two years from the date signed, or until the City has been notified in writing that an authorized signatory has been removed.
   1.3. The **authorized signatory for the corporation** is to provide a Schedule of Properties containing tax account numbers (if known) and property addresses/legal descriptions that will apply to this form.
   1.4. The Corporation can have multiple individuals that complete a CORPORATE SIGNING AUTHORITY FORM. These forms will all apply at the same time until removed or expired.

2. Where the individual signing is a representative of a PROPERTY MANAGEMENT COMPANY; or Where the individual signing is a representative of a PROPERTY MANAGEMENT COMPANY for a CORPORATE OWNER, the City of Edmonton will require the individual that is signing on behalf of the corporation to:
   2.1. Complete the CORPORATE SIGNING AUTHORITY FORM along with either an Affidavit form or attach the signed contract confirming that they have the authority to act on behalf of the owner of the property in relation to the property assessment.
   2.2. The CORPORATE SIGNING AUTHORITY FORM shall be maintained by the City until expiration of two years from the date signed, or until the City has been notified in writing that an authorized signatory has been removed.
   2.3. The **property manager/representative for the corporation** is to provide a Schedule of Properties containing tax account numbers (if known) and property addresses/legal descriptions and corresponding **OWNER NAMES** as registered with Land Titles that will apply to this form.
   2.4. The Property Manager can have multiple individuals that complete a CORPORATE SIGNING AUTHORITY FORM. These forms will all apply at the same time until removed or expired.
CORPORATE SIGNING AUTHORITY
FOR ASSESSMENT PURPOSES

This form allows a CORPORATION/PROPERTY MANAGEMENT CORPORATION to inform the City of Edmonton who is the authorized signatory for the corporation. Once this form is executed, the City shall maintain the CORPORATE SIGNING AUTHORITY FORM until the expiration two years from the date signed, or until authorized signatory has changed.

If the authorized signatory for the corporation changes within these two years, it is the corporation’s responsibility to inform the City in writing.

Upon approval of the Corporate Representative Signatory form, the signatory may complete the annual AGENT REPRESENTATIVE AUTHORIZATION FORM without the yearly affidavit or Corporate Search, until expiration of this form or changes to the Corporation’s signatory.

Please contact the Assessment and Taxation Branch, Support and Information Management Services at 780-442-1495, if you have any questions about the collection and use of this information.

I, ________________________ (name of Corporate Representative) am able to bind the corporation in relation to assessment matters pursuant to:

_____ I am a Director of the Corporation (corporate search attached < 30 days old)
_____ The attached Affidavit
_____ The attached Management Agreement

Corporate Owner Name: _________________________________________________________
Corporation Name as Registered at Land Titles

Contact Mailing address: __________________________________________________________________

Contact Email or Fax Number: _____________________________________________________________

Contact Phone Number: _______________________________

Property Management Company Name (if applicable): __________________________________________

I agree to inform the City of Edmonton, in writing, if I am removed as a signing authority of the corporation, or if I no longer have the ability to bind the corporation for assessment matters.

________________________________________________  ______________________________
Signature of Property Manager/Authorized Signatory      Date

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.
The Schedule of Properties form is to be used in conjunction with the **CORPORATE SIGNING AUTHORITY** form. This form must be signed by the Property Manager/Authorized Signatory before the City of Edmonton will release information relating to these properties.

If the **Property Management** company manages *multiple owners*, please supply the tax accounts numbers, property addresses and corresponding **OWNER** names as registered with the Land Titles office.

If you have more properties, complete an additional form or, attach your own Schedule of Properties.

<table>
<thead>
<tr>
<th>Account Number (if known)</th>
<th>Owner Name</th>
<th>Property Address (in Edmonton, AB only)</th>
<th>Legal Description (if no civic address)</th>
<th>Internal Use Only Approved or Invalid Reason</th>
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_____________________________________________  ______________________________________
Signature of Authorized Signatory/Property Manager  Date

Thank you for completing our form.

**Next Steps:**

1. Print form, sign and date pages 2 & 3.
2. Send pages 2 & 3 and any other required documents (as identified on page 1) 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

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.
AFFIDAVIT VERIFYING CORPORATE SIGNING AUTHORITY (CORPORATIONS) [FORM A]

CANADA )
PROVINCE OF _____________ )

I, __________________________________________
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 deal with the City of Edmonton in relation to matters associated with assessment and have the ability to bind the corporation in relation to matters associated with assessment 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 )
________________, 20_____. )

______________________________
Signature of Owner / Authorized Signatory

______________________________
A Commissioner for Oaths in
and for the Province of _____________

Commission Expiry: _______________________

Commission does not expire ☐

Please note:
Completion of this affidavit may not be necessary and is provided as an option for corporations as identified under the provisions of use.

Should the affidavit be required, it must be completed in its entirety or it will be deemed invalid.
I, __________________________
of the City of ___________________
in the Province of _______________

MAKE OATH AND SAY:

1. I am a ________________________________ (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 this corporation and have corporate signing authority to deal with the City of Edmonton in relation to matters associated with assessment and have the ability to bind the corporation in relation to matters associated with assessment 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 ____________, 20_____.

________________________________________
Authorized Signatory / Property Manager

_____________________________________
A Commissioner for Oaths in and for the Province of ____________

Commission Expiry: ________________________

Commission does not expire ☐

Please note:
Completion of this affidavit may not be necessary and is provided as an option for property managers as identified under the provisions of use. Should the affidavit be required, it must be completed in its entirety or it will be deemed invalid.