

# Request for Copy of Assessment Notice or Access Code

## 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 MyProperty.edmonton.ca.

**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 Contoller
  - 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: \_\_\_\_\_  
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](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 )  
\_\_\_\_\_, 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.

