

2023 Agent Representative Authorization Assessment Information Request Assessment and Taxation



This form allows an owner, corporation, or property manager to appoint an agent to act on their behalf. This agent may be an individual, a corporation, an employee or a family member.

- This authorization is valid until December 2023 unless revoked in writing.
- Where there are multiple owners of the same property, only one owner needs to complete this form.

What can my representative do?

Once this form has been validated by the City, the authorized party can:

- Act on behalf of the registered property owner.
- Appoint an agent on their behalf.
- Speak to an assessor on behalf of the property owner, submit a request under section 299/300, request current year assessment detail reports or proformas during that calendar year, for more information please see the [2023 Authorization & Requests Guidelines](#). These forms must be submitted prior to the release of any information to the authorized party.
- Agree to changes such as assessment value, exemption status, etc.

Who can authorize a representative?

- Where the **owner of the property is an individual** (as named on the Land Titles certificate):
 - The Authorization form is to be signed by the owner or someone with Power of Attorney and/or signing authority.
 - If there are multiple owners of a property, only one owner's signature is required.
- Where the **owner of the property is a corporation** (as named on the Land Titles certificate):
 - Individuals listed as owning 1% or more of the shares of the corporation owning the property.
 - Individuals that have corporate signing authority through a resolution of the corporation.
 - Individuals signing for the corporation include:
 - President
 - Vice President
 - Chief Executive Officer (CEO)
 - Chief Financial Officer (CFO)
 - Controller
 - Asset Manager
 - Comptroller
 - Manager of ... in relation to property assessment
 - Director of ... in relation to property assessment
- Where a **Property Management Corporation** appointing a representative can provide:
 - The signed contract/agreement confirming that they have the authority to act on behalf of the owner (assessed person) of the property in relation to property assessment, or
 - An Affidavit Form completed in full.

Important Notice for Property Owners

An individual or company is permitted to act as a representative or authorized agent for the assessed person in interactions associated with the administration of certain aspects of the *Municipal Government Act*, Part 9.

"Assessed person" means a person who is named on an assessment roll in accordance with section 304 of the *Municipal Government Act*.

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

Agent Representative Authorization

2023 Tax Year

Assessment and Taxation



Edmonton

Owner/Property Manager Information

I am identifying myself as an Owner or Authorized Signatory for the accounts listed in the Schedule of Properties.

I am an:

OWNER

CORPORATE SIGNATORY FOR THE OWNER

PROPERTY MANAGEMENT FOR THE OWNER

I (for corporation(s) - name and position of authorized signatory **must** be completed),

Name _____, Position _____

authorize disclosure of information to the agent/representative named below, to review and agree to the assessment of the property.

I understand that this does not constitute a complaint to the Assessment Review Board under Section 460 of the *Municipal Government Act*.

**Mailing Address: _____

**Phone Number: _____ **Email and/or Fax Number: _____

Owner Name (owner of property): _____
Individual or Corporation Name (as registered at Alberta Land Titles)

***This information is being collected in the event we need to verify any details of this form with the owner/authorized signatory.*

Property Management Company Name: _____

- Property Managers can either provide the signed contract/agreement confirming authority to act on behalf of the owner/assessed person, or complete Affidavit Form in full.

Agent/Representative Information

Agent / Representative Name: _____

Company Name (if applicable): _____

Mailing Address: _____

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

I hereby authorize that the information provided on this Authorization of Agency by me herein is complete, accurate and contains no misrepresentations.

Signature of Owner/Authorized Signatory

Date

Information is protected in accordance with the privacy provisions of the Municipal Government Act and the Freedom of Information and Protection of Privacy Act, R.S.A. 2000, c. F-25. Please contact Assessment Support at 780- 442-1495 or email assessment@edmonton.ca if you have any questions about the data collected.

Schedule of Properties

Assessment and Taxation



All forms are to be signed by the property manager or authorized signatory before the Assessment and Taxation Branch will release information relating to these properties.

If you have more properties, you can complete an additional form or attach your own schedule of properties containing the information below.

Account Number (if known)	Owner Name	Property Address (in Edmonton only)	Legal Description (if no civic address)	Approved or Invalid Reason (Internal Use Only)

I hereby authorize that the information provided on this Authorization of Agency by me herein is complete, accurate and contains no misrepresentations.

Signature of Owner/Authorized Signatory

Date

Return the completed forms by:

E-mail:
assessment@edmonton.ca

Fax: 780-496-1986

Mail: Assessment and Taxation
P.O. Box 1935, Station Main
Edmonton AB T5J 2P3

**AFFIDAVIT VERIFYING
CORPORATE SIGNING AUTHORITY
(PROPERTY MANAGERS)**

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.
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 of the property identified in number 2 and have corporate signing authority on behalf of the owner to deal with the City of Edmonton in relation to matters associated with assessment and have the ability to bind the owner in relation to matters associated with assessment pursuant to a

Examples: resolution of the corporation, officer of the corporation, written contract (management agreement).

SWORN BEFORE ME at the City)
of _____, in the Province)
of _____, this _____ day of)
_____, 20____.)

Authorized Signatory / Property Manager

Signature

Print Name: _____

Commission Expiry:

A Commissioner for Oaths in

and for the Province of _____

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.