

# Assessment Notice: Request for a Copy or Access Code

Bylaw 17693



This form allows **current property owners** to request a copy of the most recent assessment notice or access code to access their information online at MyProperty.edmonton.ca. Upon receiving this request, the City of Edmonton will mail a copy of the assessment notice to the mailing address on record. To update the mailing address, please see [Alberta Land Titles](#)

## Only one owner (individual or corporation) is allowed per request form.

- 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 or 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.

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

Owner's / Corporation's Name: \_\_\_\_\_  
*Individual or Corporation Name (as registered at Alberta Land Titles)*

Mailing Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email / Fax Number: \_\_\_\_\_

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

Name \_\_\_\_\_, Position \_\_\_\_\_

\_\_\_\_\_  
Signature of Owner/Authorized Signatory Date

### 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

Agent / Representative Name: \_\_\_\_\_

Company Name (if applicable): \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email and/or Fax Number: \_\_\_\_\_

### 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: \_\_\_\_\_

### Submit this form by:

**Mail:** PO Box 1935 Edmonton AB, T5J 2P3

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

**AFFIDAVIT VERIFYING  
CORPORATE SIGNING AUTHORITY  
(CORPORATIONS)**

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 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.

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

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.
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.