

Agent Representative Authorization Form

2022 Tax Year

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 for the 2022 assessment year unless revoked in writing prior to the end of 2022.
- 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,
- Request confidential assessment information on properties identified in the Schedule of Properties (page 2) by completing forms under [2022 Authorization & Requests Guidelines](#). These forms must be submitted prior to the release of any information to the authorized party.
- Speak to an assessor on behalf of the property owner or to submit a request under section 299 / 300 or request current year assessment detail reports or proformas during that calendar year.
- 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.
 - 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 acting under a Power of Attorney on behalf of the corporation.
 - Individuals signing for the corporation as: (examples as follows)
 - President
 - Chief Financial Officer (CFO)
 - Comptroller
 - Vice President
 - Controller
 - Manager of... in relation to property assessment
 - Chief Executive Officer (CEO)
 - Asset Manager
 - Director of...in relation to property assessment
- **Property Managers** can authorize a representative if they provide a 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.

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

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Owner / Property Manager Information

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

I am an:

- Owner
- Authorized Corporate Signatory
- Authorized Property Manager

I (for corporation(s) - name and position of authorized signatory), _____,
Print Name

authorize disclosure of information to the 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)

Property Management Company Name _____

- Property Managers must provide a 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.

Agent / Representative Information

Agent / Representative Name _____

Company Name (if applicable) _____

Mailing Address _____

Phone Number _____ Email and/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

