

Agent Representative Authorization Form

2012 Tax Year

For Internal Use Only:	
Verified By:	Scan & Attach
Date	Date

This authorization form must be completed when an agent/representative is acting on behalf of the property owner for the 2011 assessment pertaining to the 2012 taxation year. This authorization is only valid for the 2012 tax year. **Only one owner is allowed per authorization form.** A separate 'Request for Assessment Information' form must be completed to receive assessment related information, as this form only acts as authorization to act on behalf of a property owner. This form must be completed, signed and filed with the City of Edmonton prior to the release of any information to the authorized party named in respect of the property described in this form.

The provisions of use of this form are detailed on page 2. This form must be accompanied by the Schedule of Properties form on page 3. If you have any questions about the collection and use of this information, please contact the Assessment and Taxation Branch, Information Management Centre at 780-496-8876.

Owner Information (Print Clearly)

I, _____, authorize disclosure of information to the Agent/Representative named below, to review the assessment of my property and/or to assist with an appeal of my assessment. I understand that this does not constitute a complaint to the Assessment Review Board under Section 460 of the *Municipal Government Act*.

Name of Corporation (if applicable): _____

If corporation, name and position of authorized signatory: _____

Authorized Signature: _____ Date: _____

Property Manager Information (Print Clearly)
 (* Attach a copy of the contract with the owner's confirmation and authorization and/or provide a sworn Affidavit)

Owner Name (owner of property): _____

Property Management Company Name: _____

Representative Name: _____

Mailing Address: _____

Phone Number: _____ Fax Number: _____

Authorized Signature: _____ Date: _____

Agent/Representative Information (Print Clearly)

Company Name: _____

Agent / Representative Name: _____

Mailing Address: _____

Phone Number: _____ Fax Number: _____

Return completed form to: **Mail:** Assessment and Taxation Branch
 Information Management Centre
 2nd Floor, Chancery Hall
 3 Sir Winston Churchill Square
 Edmonton AB T5J 2C3 **Fax:** 780-496-1986

PROVISIONS OF USE

Persons Licensed to Practice Law or Provide Legal Services:

A letter of representation must be provided by a legal representative to show proof or authority to act before any information will be provided.

Other Agents/Representatives:

The following signatories will be considered valid:

1. Where the owner of the property (the owner is always the party who is named on a Land Titles certificate) is an individual, then any letter 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, the City of Edmonton will accept the signature of a person in any of the following positions within the corporation owning the property:
 - o President
 - o Vice President
 - o Chief Executive Officer (CEO)
 - o Chief Financial Officer (CFO)
 - o Controller
 - o Comptroller
 - o Asset Manager
 - o Manager of Property & Taxation
 - o Manager of Real Estate
 - o Director Real Estate Taxes
3. Where the owner of the property is a corporation, the City of Edmonton will accept the signature of a person in any of the following positions or individuals within the corporation owning the property WHEN supporting documents are provided:
 - o Director as identified by a corporate search. (Corporate search must be attached.)
 - o Individuals listed on a corporate search owning 1% or more of the shares of the corporation owning the property. (Corporate search must be attached.)
 - o Individuals that swear an Affidavit stating that they have signing authority for the corporation. (Affidavit must be from current year and must be attached.) [Use FORM A]
 - o Individuals that have corporate signing authority through a resolution of the corporation. (Resolution must be attached.)
 - o Individuals acting under a Power of Attorney on behalf of the corporation. (Power of Attorney must be attached.)
4. Where the person signing is a property manager, the City of Edmonton will only accept the executed "Agent Representative Authorization Form" 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. [Use FORM B]
 - o Where the property manager can provide a signed contract confirming that they have the authority to act on behalf of the owner of the property in relation to the property assessment. (Contract must be attached.)

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.

Schedule of Properties

The Schedule of Properties form is to be used in conjunction with the Agent/Representative Authorization form. This form must be signed by the Owner/Property Manager before the City of Edmonton will release information relating to those additional properties.

Authorization for 10 Properties or Less (Print Clearly)

Tax Roll Account Number	Property Address (in Edmonton, AB only)	Legal Description (if no civic address)	Internal Use Only	
			OK	R

Signature of Owner or Authorized Signatory

Date

AFFIDAVIT VERIFYING
CORPORATE SIGNING AUTHORITY
[FORM A]

CANADA) I, _____
PROVINCE OF _____) of the City of _____
) in the Province of _____
) MAKE OATH AND SAY:

1. THAT I am the _____ (position or job) of _____ (corporation), named in the attached Agent Representative Authorization Form.

2. THAT I am authorized by this corporation and have corporate signing authority to execute the attached Agent Representative Authorization Form 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) _____
_____, 201____.)
)

A Commissioner for Oaths in
and for the Province of _____
Commission Expiry: _____

AFFIDAVIT VERIFYING
SIGNING AUTHORITY BY PROPERTY MANAGER
[FORM B]

CANADA) I, _____
PROVINCE OF _____) of the City of _____
) in the Province of _____
) MAKE OATH AND SAY:

- 1. THAT I am a _____ (position or job) of _____ (corporation).
- 2. THAT 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. THAT I am authorized by the owner and have corporate signing authority in relation to the property assessment for the property(ies) listed on the attached Schedule of Properties.

SWORN BEFORE ME at the City)
of _____, in the Province)
of _____, this _____ day of) _____
_____, 201___.)
)

A Commissioner for Oaths in
and for the Province of _____
Commission Expiry: _____