

CORPORATE SIGNING AUTHORITY FOR ASSESSMENT PURPOSES

PROVISIONS OF USE

1. Where the **OWNER OF THE PROPERTY IS A CORPORATION** (as named on the Land Titles certificate), the City of Edmonton will require the individual that is signing on behalf of the corporation to:
 - 1.1 Complete the **CORPORATE SIGNING AUTHORITY FORM** along with either an Affidavit or Corporate Search (not older than 30 days).
 - 1.2 The **CORPORATE SIGNING AUTHORITY FORM** shall be maintained by the City until the expiration of two years from the date signed, or until the City has been notified in writing that an authorized signatory has been removed.
 - 1.3 The authorized signatory for the corporation is to provide a Schedule of Properties containing tax account numbers (if known) and property addresses/legal descriptions that will apply to this form.
 - 1.4 The Corporation can have multiple individuals that complete a **CORPORATE SIGNING AUTHORITY FORM**. These forms will all apply at the same time until removed or expired.

2. **Where the individual signing is a representative of a PROPERTY MANAGEMENT COMPANY; or Where the individual signing is a representative of a PROPERTY MANAGEMENT COMPANY for a CORPORATE OWNER**, the City of Edmonton will require the individual that is signing on behalf of the corporation to:
 - 2.1 Complete the **CORPORATE SIGNING AUTHORITY FORM** along with either an Affidavit form or attach the signed contract confirming that they have the authority to act on behalf of the owner of the property in relation to the property assessment.
 - 2.2 The **CORPORATE SIGNING AUTHORITY FORM** shall be maintained by the City until expiration of two years from the date signed, or until the City has been notified in writing that an authorized signatory has been removed.
 - 2.3 The property manager/representative for the corporation is to provide a Schedule of Properties containing tax account numbers (if known) and property addresses/legal descriptions and corresponding **OWNER NAMES** as registered with Land Titles that will apply to this form.
 - 2.4 The Property Manager can have multiple individuals that complete a **CORPORATE SIGNING AUTHORITY FORM**. These forms will all apply at the same time until removed or expired.

CORPORATE SIGNING AUTHORITY FOR ASSESSMENT PURPOSES

This form allows a CORPORATION/PROPERTY MANAGEMENT CORPORATION to inform the City of Edmonton who is the authorized signatory for the corporation. Once this form is executed, the City shall maintain the **CORPORATE SIGNING AUTHORITY FORM** until the expiration two years from the date signed, or until authorized signatory has changed.

If the authorized signatory for the corporation changes within these two years, it is the corporation's responsibility to inform the City in writing.

Upon approval of the Corporate Representative Signatory form, the signatory may complete the annual **AGENT REPRESENTATIVE AUTHORIZATION FORM** without the *yearly affidavit or Corporate Search*, until expiration of this form or changes to the Corporation's signatory.

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

I, _____ (name of Corporate Representative) am able to bind the corporation in relation to assessment matters pursuant to:

- ☐ I am a Director of the Corporation (corporate search attached < 30 days old)
- ☐ The attached Affidavit
- ☐ The attached Management Agreement

Corporate Owner Name: _____
Corporation Name as Registered at Land Titles

Property Management Company Name: _____
(if form is being completed by a Property Manager)

Contact Mailing Address: _____

Contact Email or Fax Number: _____

Contact Phone Number: _____

I agree to inform the City of Edmonton, in writing, if I am removed as a signing authority of the corporation, or if I no longer have the ability to bind the corporation for assessment matters.

Signature of Property Manager/Authorized Signatory

Date

SCHEDULE OF PROPERTIES

The Schedule of Properties form is to be used in conjunction with the **CORPORATE SIGNING AUTHORITY** form. This form must be signed by the Property Manager/Authorized Signatory before the City of Edmonton will release information relating to these properties.

If the **Property Management** company manages *multiple owners*, please supply the tax accounts numbers, property addresses and corresponding *OWNER* names as registered with the Land Titles office.

If you have more properties, complete an additional form or, attach your own Schedule of Properties.

When you are finished adding the properties please click the "Print Forms" button at the bottom of this page.

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

Signature of Authorized Signatory/Property Manager

Date

Thank you for completing our form.

Next Steps:

1. Print form, sign and date pages 2 & 3.
2. Send pages 2 & 3 and any other required documents (as identified on page 1) 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

**AFFIDAVIT VERIFYING
CORPORATE SIGNING AUTHORITY
(CORPORATIONS)
[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 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 _____
(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 _____)
_____, 20 _____.)

Signature of Owner / Authorized Signatory

Signature

Print Name: _____

A Commissioner for Oaths in
and for the Province of _____

Commission Expiry: _____

Commission does not expire ☐

Please note:

Completion of this affidavit may not be necessary and is provided as an option for corporations 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)
[FORM B]**

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 bullet 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 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.