

**AGENT REPRESENTATIVE AUTHORIZATION FORM
2021 TAX YEAR**



GUIDE to Form Completion AGENT REPRESENTATIVE AUTHORIZATION:

1. Where the **OWNER OF THE PROPERTY IS AN INDIVIDUAL** (as named on the Land Titles certificate), then the form must be signed by the owner, or someone with Power of Attorney (to be attached with the ARA forms) to be valid. If the property owner is deceased, please provide a copy of the will showing you are the personal representative.
 - 1.1. Only one owner is required to sign where there are multiple owners.
 - 1.2. The **INDIVIDUAL** owner can appoint an agent, or a representative of their choosing, complete in full:
 - 1.2.1. OWNER/PROPERTY MANAGER INFORMATION SECTION
 - 1.2.2. REPRESENTATIVE INFORMATION SECTION
 - 1.2.3. SCHEDULE OF PROPERTIES

2. Where the **OWNER OF THE PROPERTY IS A CORPORATION** (as named on the Land Titles certificate)
 - 2.1. Only one Corporate name is required to be identified when there are multiple corporate owners.
 - 2.2. The **CORPORATION** can appoint an agent, or a representative of their choosing.
 - 2.3. **To Assign an Agent, Representative or Individual (including themselves)**, complete in full:
 - 2.3.1. OWNER/PROPERTY MANAGER INFORMATION SECTION
 - 2.3.2. REPRESENTATIVE INFORMATION SECTION
 - 2.3.3. CORPORATE SIGNING AUTHORITY FORM (if not already submitted)
 - 2.3.4. SCHEDULE OF PROPERTIES

3. Where the individual signing is a **PROPERTY MANAGER for a CORPORATE OWNER:**
 - 3.1. The **PROPERTY MANAGER** can appoint an agent, or a representative of their choosing.
 - 3.2. **To Assign an Agent, Representative or Individual** complete in full:
 - 3.2.1. OWNER/PROPERTY MANAGER INFORMATION SECTION
 - 3.2.2. REPRESENTATIVE INFORMATION SECTION
 - 3.2.3. CORPORATE SIGNING AUTHORITY FORM (if not already submitted)
 - 3.2.4. SCHEDULE OF PROPERTIES

4. Where the individual signing is a **PROPERTY MANAGER for an INDIVIDUAL:**
 - 4.1. The **PROPERTY MANAGER** can appoint an agent, or a representative of their choosing, complete in full:
 - 4.1.1. OWNER/PROPERTY MANAGER INFORMATION SECTION
 - 4.1.2. REPRESENTATIVE INFORMATION SECTION
 - 4.1.3. CORPORATE SIGNING AUTHORITY FORM (if not already submitted and you are a representative of a Management Company)
 - 4.1.4. SCHEDULE OF PROPERTIES

**AGENT REPRESENTATIVE AUTHORIZATION FORM
2021 TAX YEAR**



This form allows an *OWNER/CORPORATION/PROPERTY MANAGER* to inform the City that they are appointing an agent (either individual or corporation) to act on their behalf. These forms apply to the **2020 assessment** pertaining to the **2021 taxation year**. This authorization is only valid for the 2021 tax year.

Only one owner is allowed per authorization form. Where there are multiple owners of the same property, only one owner needs to be identified and to fill out this form. This form only acts as authorization to act on behalf of a property owner and a separate *'Request for Assessment Information'* (S.299/300/DRP) form must be completed in order for the agent/representative to receive assessment-related information. 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. 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.

The **Provisions Of Use** for this form are detailed on page 1.
This form must be accompanied by a **Schedule of Properties**.

OWNER/PROPERTY MANAGER INFORMATION SECTION:

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

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

I, _____,
Name of Individual / Authorized Signatory

authorize disclosure of information to the representative named below, to review the assessment of the 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.

REPRESENTATIVE INFORMATION SECTION:

Representative Name: _____

Company Name (if applicable): _____

Mailing Address: _____

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

Signature of Property Manager/Authorized Signatory/Owner

Date

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/Authorized Signatory or Property Manager before the City of Edmonton will release information relating to these properties.

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

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

Signature of Property Manager/Authorized Signatory/Owner

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

Print Form