

2021 Authorization & Request Guidelines

The City of Edmonton Assessment and Taxation Branch requires certain documentation from agents, representatives, property managers or owners prior to releasing assessment information from the City. An Agent or Representative is anyone whom you authorize to act on your behalf in relation to assessment matters for the 2021 tax year. This includes employees, family members, corporations or other individuals.

The City requires that our forms be filled out completely when authorizing and requesting section 299 and 300 information. Upon receiving the required forms, the City of Edmonton must provide the information requested in compliance with the regulations within fifteen days, unless the information is available on the City's website. The timelines for providing information under section 299 and 300 will not commence until you have approved the estimated invoice indicating the anticipated cost of providing the information.

You will be billed for the information as well as all photocopying charges according to Fee Bylaw 18912, as amended. Photocopy charges will not apply if you select an electronic (email or fax) method of delivery. Payment in full will be required by cheque or money order made payable to the City of Edmonton prior to the information being released. You will be required to bring a copy of the invoice when picking up the information requested from our office or to make all courier arrangements. If you are arranging courier pickup, please let our office know by calling 780-442-1495 or emailing assessment@edmonton.ca.

If payment is mailed to our office, please include a copy of the invoice. If you select a paper copy as your method of delivery and no pickup or courier arrangements have been made the information will be mailed to you upon receipt of payment.

Please be advised that if an Affidavit and/or corporate search is required to confirm your authority to act for the property owner, you must provide this information and submit it with the City of Edmonton Request and/or Authorization forms. Affidavits signed by a commissioner of oaths that have an expiry date must state the expiry date of their commission. Forms that do not adequately confirm authority to act will be returned as invalid.

All requests must be faxed to 780-496-1986, emailed to assessment@edmonton.ca or mailed to the Assessment and Taxation Branch, Support and Information Management Services, P.O.Box 1935, Station Main, Edmonton, AB T5J 2P3.

Corporate Signing Authority Form will:

- Identify who has the authority to act on behalf of the corporate owner whether or not an outside agent will be appointed.
- Identify a representative of a property manager corporation to act on behalf of a property owner.
- Allow the representative or property manager to submit a request under section 299 / 300 or request current year assessment detail reports or proformas during that calendar year.
- Be valid for a period of two years from the date signed or until revoked in writing.

Agent Representative Authorization Form will:

- Allow an agent / representative to act on behalf of the registered property owner,
- Allow a property manager to appoint an agent on their behalf,
- Allow the authorized agent / representative to 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.
- Remain valid for taxation year identified on the form or until revoked in writing.

Request for Assessment Information (299) Form can be submitted by the owner, property manager or by an agent representing the owner. If an agent is submitting this request on behalf of the owner, an **Agent Representative Authorization Form** must be submitted and validated before the Request for Information will be acted upon. If the property owner is a corporation or a property manager is submitting this request on behalf of the owner, a **Corporate Signing Authority Form** must be submitted and validated before the Request for Information will be acted upon.

The governing provincial legislation has recently changed. Effective January 1, 2018, Section 299 of the M.G.A. has been changed in a number of ways, including the addition of s. 299(3) which states:

Where a complaint is filed under section 461 by the person assessed in respect of property, a municipality is not obligated to respond to a request by that person for information under this section in respect of an assessment of that property until the complaint has been heard and decided by an assessment review board.

Accordingly, there is no obligation on a municipality to respond to a request for information made pursuant to Section 299 where an assessed person has filed a complaint about their own property. However, for the 2021 tax year, the City of Edmonton will respond to valid Section 299 requests notwithstanding that a complaint has been filed. Any fees associated with a Section 299 request will apply.

For information regarding the governing legislation and changes, please visit the Alberta Government website at www.mgareview.alberta.ca

Requests for Comparable Information (300) Form needs to be completed fully. If an agent is submitting this request on behalf of the owner, an **Agent Representative Authorization Form** must be submitted with, or prior to, submission of the Request for Information. If the property owner is a corporation or a property manager is submitting this request on behalf of the owner, a **Corporate Signing Authority Form** must be with, or prior to, submission of the Request for Information. These forms will be reviewed to ensure that they are valid for the Subject Property (Owner's Tax Account). The first five accounts requested will be completed within fifteen days, unless the information is available on the City's website. Partial Requests will no longer be allowed on this form.

Request for Assessment Detail Report or Proforma Form needs to be completed fully. If an agent is submitting this request on behalf of the owner, an **Agent Representative Authorization Form** must be submitted with, or prior to, submission of the Request for Information. If the property owner is a corporation or a property manager is submitting this request on behalf of the owner, a **Corporate Signing Authority Form** must be submitted with, or prior to, submission of the Request form. This form is for the current year or historical assessment details. Please note that a Request for Assessment Detail Report or Proforma is not a request pursuant to Section 299 or 300 of the Municipal Government Act and is instead a service provided by the City of Edmonton to taxpayers that do not wish to obtain all the information available under Sections 299 and 300.

Affidavit templates are provided with the Corporate Signing Authority Form (if not already submitted) and the Request for Assessment Information forms. An affidavit may not be required unless the instructions on the form state otherwise. Note: there are two affidavits, for corporations and for property managers.

Requests will not be processed if received by telephone or if not on the approved City of Edmonton forms. The information received will be protected in accordance with the privacy provisions of the *Municipal Government Act*, R.S.A. 2000, c.M-26, and the *Freedom of Information and Protection of Privacy Act*, R.S.A. 2000, c.F-25.

You will be informed of any invalid authorization or request forms as soon as possible by fax or return email. A new authorization or request form will then need to be submitted again with the corrections should you choose to proceed.

Electronic versions of these forms are available on the City of Edmonton website at <http://www.edmonton.ca/assessment> Should you require further information or clarification, contact the Assessment and Taxation, Support and Information Management Services at 780-442-1495.