

2023 Authorization & Request Guidelines



The Assessment and Taxation Branch requires documentation from agents, representatives, property managers or owners prior to releasing confidential assessment information collected under the authority of section 295 of the Municipal Government Act, R.S.A. 2000, c. M-26. An Agent or Representative is anyone who is authorized to act on your behalf in assessment matters for the 2023 tax year. This includes employees, family members, corporations, or other individuals.

2023 Agent Representative Authorization Form will:

- Allow an agent or 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:
 - To submit a request under section 299 / 300,
 - Request current year assessment detail reports, and/or
 - Request proformas during that calendar year.
- Remain valid for the taxation year identified on the form or until revoked in writing.

Property Owner Appointing a Representative

- Where the **owner of the property is an individual** (as named on the Land Titles certificate):
 - The form must 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.

Property Managers Appointing a Representative

- Property Managers can provide either:
 - The 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, or
 - An Affidavit Form completed in full.

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*.

Submitting a Request for Information

Requests for information must be made using the City of Edmonton forms found at edmonton.ca/assessment.

You can submit your request to assessment@edmonton.ca, by fax to 780-496-1986 or by mail to the Assessment and Taxation Branch, P.O.Box 1935, Station Main, Edmonton, AB T5J 2P3. 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.

Timelines. Requested information will be provided within fifteen (15) business days (s299/300 requests) or twenty five (25) business days (Assessment Detail Report or Proforma request), unless the information is available on [MyProperty.edmonton.ca](https://myproperty.edmonton.ca). If there is an associated cost for providing the information, these timelines for providing the requested information will not commence until we have received an approval on the estimate or payment.

Fees. Charges for information and photocopying will apply if you request information in a paper format (there are

no fees for information returned by email or fax). These fees are billed according to [Fee Bylaw 17693](#), as amended. Payment can be made by cheque or money order, payable to the City of Edmonton, prior to the information being released. Please bring a copy of the invoice when picking up information from our office, or include a copy with mailed payments and when making courier arrangements. If you are arranging courier pickup, please inform our office by calling 780-442-1495 or emailing assessment@edmonton.ca. 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.

Invalid forms. 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 with the necessary corrections, should you choose to proceed. Should you require further information or clarification, please contact Assessment Support at 780-442-1495.

Types of Requests for Information

Request for Assessment Information (Section 299) requests are for properties where the requestor represents the owner. Information may only be requested for the current year and 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 is actioned.

If a property owner has filed a complaint about the assessment of their property, there is no obligation on a municipality to respond to a request for information made pursuant to Section 299.

Section 299 of the *Municipal Government Act* 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.

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

Request for Comparable Information (Section 300) requests are for properties comparable to the property of the owner (or assessed party) or the property the requestor represents. Information may only be requested for the current year. 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.

Request for Assessment Detail Report or Proforma requests are for properties comparable to the property of the owner (or assessed party) the requestor represents. Information may be requested for the current year or for historical information. If an agent is submitting this request on behalf of the owner, an **Agent Representative Authorization Form** must be submitted for the Owner's (or assessed party) tax account and validated before the Request for Information is actioned. Please note this is a service provided to property owners that do not wish to obtain all the information available under Sections 299 and 300. This request is only for the detailed reports.