

# Request for Assessment Detail Report / Proforma

Bylaw 17693



This form is required when an assessed person (owner) or agent is seeking assessment detail reports or proformas from the Assessment & Taxation Branch. Agents must have submitted a Agent Representative Authorization form.

While this information is being made available to assist City of Edmonton taxpayers, this request is not considered a request under Section 299 or 300 of the *Municipal Government Act*. An official 299 or 300 request can be made using the appropriate forms located on our website at [www.edmonton.ca/assessment](http://www.edmonton.ca/assessment).

You will be billed according to the amended fee bylaw (19395) after your request has been processed. If you have questions, contact the Assessment and Taxation, Support and Information Management Services at 780-442-1495.

## **Section A: Contact / Billing Information** This section must be filled out completely. (Print Clearly)

Corporation / Owner's Name: \_\_\_\_\_ Owner's Account #: \_\_\_\_\_

Name and Position of Authorized Signatory: \_\_\_\_\_  
If owner is a corporation - The provisions of use are detailed on page 2.

Requester / Billing Name (if Agent): \_\_\_\_\_

Billing Address: \_\_\_\_\_

Phone number: \_\_\_\_\_ E-mail or Fax Number: \_\_\_\_\_

Authorized Signature: \_\_\_\_\_

## **Section B: General Property Information**

If you are requesting more than 12 accounts you are required to fill out another complete request.

Preferred Delivery Method:  Electronic (E-mail or Fax)  Paper Copy (Mail or Pick up)  
(If left blank a paper copy will be generated) *Photocopy fees will apply*

Account Number (if known)	Year Requested (if not current yr)	Property Address or Legal Description (in Edmonton, AB only)	Internal Use Only VG

Send completed form 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](mailto:assessment@edmonton.ca)

# Instructions

Complete the following steps when:

## 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, this form is signed by the owner or someone with Power of Attorney (which must be attached) 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:

<ul style="list-style-type: none"><li><input type="radio"/> President</li><li><input type="radio"/> Chief Executive Officer (CEO)</li><li><input type="radio"/> Controller</li><li><input type="radio"/> Asset Manager</li><li><input type="radio"/> Manager of Real Estate</li><li><input type="radio"/> Director of Real Estate</li></ul>	<ul style="list-style-type: none"><li><input type="radio"/> Vice President</li><li><input type="radio"/> Chief Financial Officer (CFO)</li><li><input type="radio"/> Comptroller</li><li><input type="radio"/> Manger of Property &amp; Taxation</li><li><input type="radio"/> Director of Property &amp; Taxation</li><li><input type="radio"/> Director (Must provide Corporate Search)</li></ul>
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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:
  - Individuals or Corporation(s) listed on a corporate search owning 1% or more of the shares of the corporation owning the property. (Corporate search must be attached and not older than 30 days)
  - Individuals that swear an Affidavit stating that they have signing authority for the corporation. (Affidavit must be from current year and must be attached.) [FORM "A" is an example of an acceptable Affidavit]
  - Individuals that have corporate signing authority through a resolution of the corporation. (Resolution must be attached.)
  - 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 authorization in the following circumstances:
  - 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. [FORM "B" is an example of an acceptable Affidavit]
  - 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. Corporate search cannot be older than 30 days.**

AFFIDAVIT VERIFYING CORPORATE SIGNING AUTHORITY  
(for use by 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 ) \_\_\_\_\_  
\_\_\_\_\_ , 202\_\_\_\_ ) Signature  
 ) Owner or Authorized Signatory  
 )

\_\_\_\_\_  
A Commissioner for Oaths in  
and for the Province of \_\_\_\_\_

Commission Expiry: \_\_\_\_\_

Commission does not expire

**Please note:**

Completion of an affidavit may not be necessary and is provided as an option for corporations as identified under the provisions of use.

Should an affidavit be required, it must be completed in it's entirety or it will be deemed invalid.

AFFIDAVIT VERIFYING CORPORATE SIGNING AUTHORITY  
(for use by property managers)  
[FORM B]

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

1. I am \_\_\_\_\_ (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 to act on behalf of this corporation, 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 related 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 ) \_\_\_\_\_  
\_\_\_\_\_, 202\_\_\_\_. ) Signature  
 ) Authorized Signatory or Property Manager  
 )

\_\_\_\_\_  
A Commissioner for Oaths in  
and for the Province of \_\_\_\_\_

Commission Expiry: \_\_\_\_\_

Commission does not expire

**Please note:**

Completion of an affidavit may not be necessary and is provided as an option for property managers as identified under the provisions of use.

Should an affidavit be required, it must be completed in it's entirety or it will be deemed invalid.