

Revenue and Assessment Service Fee Bylaw 3611/2018

Internal Use Only # _____

This form is required when an assessed person or authorized agent is seeking confidential property information about how the assessor assessed a person's property(ies) pursuant to Section 299 of the *Municipal Government Act*. Only one owner (individual or corporation) is allowed per request form.

SECTION A: Assessed Person Information

Name of Assessed Person: _____
Exact individual or corporation name as registered at Land Titles

Contact Name (If owner is a Corporation): _____

Mailing Address: _____

Phone Number: _____ E-mail: _____

Authorized Signature: _____

SECTION B: Authorized Agent/Representative Information

***Please attach a (2019 tax year) letter of authorization.*

Authorized Corporation Name: _____ Representative Name: _____

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

Authorized Signature: _____

SECTION C: Information Requested

Identify the property(ies) you would like a complete *Section 299* package for. Every property will be subject to a fee of \$40.00 per residential property and \$125.00 per non-residential property.

Assessment Roll Number	Property Address or Legal Description of Assessed Person's Property	Internal Use Only

SECTION D: Preferred Delivery Method

- E-mail: _____
- Fax: _____
- Mail (Paper Copy): _____
- Pick-up (Paper Copy)

SECTION E: ACKNOWLEDGEMENT AND CERTIFICATION

By signing, I acknowledge and certify that:

- I. I understand that I am requesting property assessment information pertaining to the roll number identified in Section C for the current assessment year only.
- II. I understand that my request will be subject to a fee of \$40.00 per residential property and \$125.00 per non-residential property as per the Revenue and Assessment Service Fee Bylaw 3611/2018.
- III. I understand that the timelines for providing this information will commence upon receipt of payment by the City of Red Deer.
- IV. I understand that upon receiving payment for the fully completed forms, the City of Red Deer must provide the information in compliance with the regulations within fifteen days, unless the information is available on the City's website.

Signature of Assessed Person or Agent/Property Representative: _____

Printed Name of Signatory Person and Title: Date: _____

Please send this completed form and any other documentation to:

Email: assessment@reddeer.ca

In Person: **Attn: Maureen Cleary, AMAA**
City Assessor
Revenue & Assessment Services
City Hall 4th Floor - 4914 - 48 Avenue

Mail: **Attn: Maureen Cleary, AMAA**
City Assessor
Revenue & Assessment Services
Box 5008 Red Deer AB T4N 3T4

If you have questions regarding this form, please contact the City of Red Deer Assessment Department at: 403-342-8126.