

This authorization form must be completed when an agent/representative is acting on behalf of the assessed person. In addition, this form will allow an appropriately authorized property manager to inform the City that they represent an assessed person and appoint an agent on their behalf. These forms apply to the 2022 assessment pertaining to the 2023 taxation year. This authorization is only valid for the 2023 tax year and is for assessment purposes only.

**Only one owner is allowed per authorization form.** Where there are multiple owners of the same property, only one owner needs to fill out this form. This form must be completed, signed and filed with the City of Red Deer prior to the release of any information to the authorized party named in respect of the property described in this form. If you have any questions about the collection and use of this information, please contact Assessment Services at 403-342-8235.

**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): \_\_\_\_\_

If Corporation, name and position of authorized signatory: \_\_\_\_\_

Phone Number: \_\_\_\_\_ E-mail: \_\_\_\_\_

**SECTION B: Authorized Agent/Representative Information**

I, \_\_\_\_\_ authorize disclosure of information to the Agent/Representative named below, to review the assessment of the property and/or to assist with an appeal of my assessment for the properties listed on page 2 of this document. I understand that this does not constitute a complaint to the Assessment Review Board under Section 460 of the Municipal Government Act.

Agent/Representative Name: \_\_\_\_\_

Authorized Corporation Name (if applicable): \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_ E-mail: \_\_\_\_\_

**Signature of Assessed Person or Authorized Signatory:** \_\_\_\_\_

**Position/Title of Authorized Signatory:** \_\_\_\_\_

**Printed Name of Signatory Person:** \_\_\_\_\_

**Date:** \_\_\_\_\_

Full contact information, including phone number and email address, as well as place of employment and subsequent position, are required for any necessary verification. Signatures are required on both pages of this document.

Please send this completed form and any other documentation to:

**Email:** [assessment@reddeer.ca](mailto:assessment@reddeer.ca)

**Mail:** Assessment Services  
Box 5008  
Red Deer, AB T4N 3T4

*If you have questions regarding this form, please contact the City of Red Deer Assessment Services at: 403-342-8235.*

**SECTION C: Schedule of Properties**

The Schedule of Properties form is to be used in conjunction with the Agent/Representative Authorization form on page 1 of this document.

This form must be signed by the Assessed Person before the City of Red Deer will release information relating to these properties.

Assessment Roll Number	Property Address or Legal Description (Red Deer, AB only)	Internal Use Only

**Signature of Assessed Person:** \_\_\_\_\_

**Position/Title of Authorized Signatory:** \_\_\_\_\_

**Printed Name of Signatory Person:** \_\_\_\_\_

**Date:** \_\_\_\_\_