

Revenue and Assessment Service Fee Bylaw 3611/2018

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 pursuant to Section 299 of the *Municipal Government Act (MGA)*. Only one owner (individual or corporation) is allowed per request form.

**Assessed person is defined in the MGA, Part 9 as "a person who is named on an assessment roll in accordance with Section 304". If the Assessed person is a company or corporation, verifiable proof of signing authority is required to be submitted along with this form for the person signing in place of "signature of assessed person", before the request will be processed.**

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

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

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

*\*\*Please attach a (2025 tax year) letter of authorization to this request.*

Authorized Corporation Name: \_\_\_\_\_ Representative Name: \_\_\_\_\_

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

I, the assessed person understand that I am authorizing the above noted representative to request information pertaining to my property under section 299 of the *Municipal Government Act*:

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

**SECTION C: Information Requested**

Identify the property(ies) you would like complete Section 299 information for. Every property roll request will be subject to a fee of \$60.00 per Residential or Multi-family Property and \$125.00 per Non Residential Property as per the Revenue and Assessment Service Fee Bylaw 3611/2018.

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

**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(s) identified in Section C for the current assessment year only.
- II. I understand that my request will be subject to a fee of \$60.00 per Residential or Multi-family 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 and, if applicable, the submission of verifiable proof that the person signing in place of the assessed person has signing authority on behalf of the assessed person, by the City of Red Deer.
- IV. I understand that upon receiving the fully completed documentation and required fee, the City of Red Deer will provide the information for the property 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](mailto:assessment@reddeer.ca)

**Mail:** **Attn: City of Red Deer Assessment**  
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: 403-342-8235.*