
Agent Representative Authorization Assessment Information Request

ASSESSMENT AND TAXATION



This form allows an owner, corporation, or property manager to appoint an agent to act on their behalf. This agent may be an individual, a corporation, an employee or a family member.

- This authorization is valid until December 31st of the tax year provided on page two, unless revoked in writing.
- Where there are multiple owners of the same property, only one owner needs to complete this form.

WHAT CAN MY REPRESENTATIVE DO?

Once this form has been validated by Sturgeon County, the authorized party can:

- Act on behalf of the registered property owner.
- Appoint an agent on their behalf.
- Speak to an assessor on behalf of the property owner, submit a request under section 299/300, request current year assessment detail reports or proformas during that calendar year.
- Agree to changes such as assessment value, exemption status, etc.

WHO CAN AUTHORIZE A REPRESENTATIVE?

Where the owner of the property is an individual (as named on the Land Titles certificate):

- The Authorization form is to be signed by the owner or someone with Power of Attorney and/or signing authority.
- 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.
- Individuals signing for the corporation can include:

President	Manager of ... in relation to property assessment
Chief Financial Officer (CFO)	Chief Executive Officer (CEO)
Comptroller	Asset Manager
Vice President Controller	Director of ... in relation to property assessment

Where a Property Management Corporation appointing a representative can provide:

- 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*.

Return completed forms by e-mail: assessment@sturgeoncounty.ca

Or by mail: Assessment Services, 9613 100 Street, Morinville, AB, T8R 1L9

If you have any questions about the collection and use of this information, please contact Assessment Services at 780-939-0601 or assessment@sturgeoncountv.ca.

Agent Representative Authorization



Tax Year _____

OWNER/PROPERTY MANAGER INFORMATION

I am identifying myself as an Owner or Authorized Signatory for the accounts listed in the Schedule of Properties.

I am the:

- ☐ OWNER
☐ CORPORATE SIGNATORY FOR THE OWNER PROPERTY
☐ MANAGEMENT FOR THE OWNER

I (for corporation(s) - name and position of authorized signatory must be completed),

Name _____, Position _____

authorize disclosure of information to the agent/representative named below, to review and agree to the assessment of the property.

I understand that this does not constitute a complaint to the Assessment Review Board under Section 460 of the *Municipal Government Act*.

****Mailing Address:** _____

****Phone Number:** _____ ****Email and/or Fax Number:** _____

Owner Name (owner of property): _____

INDIVIDUAL OR CORPORATION NAME (AS REGISTERED AT ALBERTA LAND TITLES)

***This information is being collected in the event we need to verify any details of this form with the owner/authorized signatory.*

Property Management Company Name: _____

Property Managers can either provide the signed contract/agreement confirming authority to act on behalf of the owner/assessed person, or complete Affidavit Form in full.

AGENT/REPRESENTATIVE INFORMATION

Agent / Representative Name: _____

Company Name (if applicable): _____

Mailing Address: _____

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

I hereby authorize that the information provided on this Authorization of Agency by me herein is complete, accurate and contains no misrepresentations.

Signature of Owner/Authorized Signatory: _____ Date: _____

Schedule of Properties

ASSESSMENT AND TAXATION



All forms are to be signed by the property manager or authorized signatory before the Assessment Services department will release information relating to these properties. If you have more properties, you can complete an additional form or attach your own schedule of properties containing the information below.

Account Number (if known)	Owner Name	Property Address (in Sturgeon County only)	Legal Description (if no civic address)	Approved or Invalid Reason (Internal use only)

I hereby authorize that the information provided on this Authorization of Agency by me herein is complete, accurate and contains no misrepresentations.

Signature of Owner/Authorized Signatory: _____ Date: _____

RETURN THE COMPLETED FORMS BY:

E-mail: assessment@sturgeoncounty.ca

Mail: Assessment Services, 9613 100 Street, Morinville, AB, T8R 1L9