

**As per Bylaw C-1395**

This form is required to be completed when an assessed person is seeking current year assessment detail reports from the Assessment and Taxation Department. If the assessed person is being represented by an agent, the agent must submit a completed 2024 Agent Representative Authorization Form.

While this information is being made available to assist the City of Grande Prairie taxpayers, this request is not a proper 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 at our website [www.cityofgp.com](http://www.cityofgp.com)

There are no fees associated for this service as per Bylaw C-1395.

**Contact Information – This section must be filled out clearly and completely**

<b>Name</b>	<b>Owner's Roll Number</b>
<b>Mailing Address</b>	
<b>Phone Number</b>	<b>Email or Fax Number</b>
<b>Title of Authorized Signatory</b>	<b>Authorized Signature</b>

\*If owner is a corporation, the required provisions of use are detailed on page 2.

**General Property Information**

Please identify the accounts that you want the current assessment detail reports for. If you Are requesting more than 5 accounts you are required to fill out another complete request.

<b>Account Number</b> (If known)	<b>Property Address or Legal Description</b> (only in Grande Prairie Alberta)	<b>Internal Use Only</b>

\*If owner is a corporation, the required provisions of use are detailed on page 2.

**Preferred Delivery Method – If left blank a paper copy will be generated**

**Electronic (Email or Fax)**       **Paper Copy (Mail or Pick up)**

**Submit Form – Send completed form to:**

<b>Mail</b>	Assessment and Taxation P.O. Bag 4000, 10205-98 Street Grande Prairie, AB T8V 6V	<b>Fax</b>	780-814-7349
		<b>Email</b>	assessor@cityofgp.com

The information received will be protected in accordance with the privacy provisions of the Municipal Government Act, R.S.A 200, c.M-26, and the Freedom of Information and Protection of Privacy Act, R.S.A. 2000, c.F-25

**Provisions of Use**

**PERSON LICENSED TO PRACTICE LAW OR PROVIDE LEGAL SERVICES:**

A letter of representation must be provided by a legal representative to show proof or authority to act before any information will be provided.

For 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, then this form is signed by the owner or someone with Power of Attorney (which must be attached) from the owner 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 Grande Prairie will accept the signature of a person in any of the following positions with in the corporation owning the property:

President	Vice President
Chief Executive Officer (CEO)	Chief Financial Officer (CFO)
Controller	Comptroller
Asset Manager	Manager of Property & Taxation
Manager of Real Estate	Director of Property & Taxation
Director of Real Estate	Director (Must provide corporate search)

3. Where the owner of the property is a corporation, the City of Grande Prairie will accept the signature of a person in any of the following positions or individuals within the corporation owning the property when the following supporting documents are provided:
  - Individuals or Corporations(s) listed on a corporate search owning 1% or more of the shares of the corporation owning the property (corporate search must be attached).
  - Individuals that swear an Affidavit stating that they have signing authority for the corporation (Affidavit must be from the current year and must be attached). **[Use FORM A]**

- 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 sign is a property manager, the City of Grande Prairie will only accept the executed "Agent Representative Authorization Form" 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. **[Use Form B]**
  - 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 Grande Prairie will take any action on the matter.**

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 execute the attached instrument 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 ) \_\_\_\_\_  
 \_\_\_\_\_, 20\_\_\_\_\_. )

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

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

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 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 by the owner and have corporate signing authority in relation to the property assessment for the property(ies) listed  
 on attached Schedule of Properties.

SWORN BEFORE ME at the City )  
 )  
 of \_\_\_\_\_, in the Province )  
 )  
 of \_\_\_\_\_, this \_\_\_\_\_ day of ) \_\_\_\_\_  
 )  
 \_\_\_\_\_, 20\_\_\_\_\_. )

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

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

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