

**As per Bylaw C-1395**

This form is required when an assessed person or authorized agent is seeking property information pursuant to Section 299 of Municipal Government Act. For multiple assessed persons, separate s.299 request forms must be completed.

**Agents: Complete sections C and D.** Sections A or B must be completed if you have not previously provided an Agent Representative Authorization Form for the current year. If you are not documented as authorized, no confidential information will be provided.

**Property Managers: Complete sections B and D.** A copy of the contract with the owner's confirmation and authorization and/or a sworn affidavit must also be submitted unless you have provided an Agent Representative Authorization Form for the current year. If you are not documented as authorized, no confidential information will be provided.

**Owners: Complete sections A and D.** No authorization is required as stated on sections 1 or 2 of the provisions of use.

<b>Section A: Owner Information</b>		<b>Date of the Request:</b>	
<b>Property Owner Name</b>	Exact individual or Corporation name as registered at Land Titles		
<b>Contact Name</b> (If Owner is a Corporation)			
<b>Mailing Address</b>			
<b>Phone Number</b>		<b>Email or Fax Number</b>	
<b>Title of Authorized Signatory</b>		<b>Authorized Signature</b>	

<b>Section B: Authorized Property Manager Information</b>			
*Authorized Property Managers must attach a copy of the contract with the owner's confirmation and authorization and/or provide a sworn Affidavit			
<b>Authorized Corporation Name</b>		<b>Representative Name</b>	
<b>Phone Number</b>		<b>Email or Fax Number</b>	
<b>Authorized Signature</b>			

<b>Section C: Agent / Representative Information</b>			
<b>Authorized Corporation Name</b>		<b>Representative Name</b>	
<b>Phone Number</b>		<b>Email or Fax Number</b>	
<b>Authorized Signature</b>			

<b>Section D: Information Requested</b>		
Upon receiving the fully completed forms the City of Grande Prairie must provide the information for the first five accounts in compliance with the regulations within fifteen days. You will be billed according to Bylaw C-1395 after the request has been processed. The timelines for providing this information will not commence until you have approved a preliminary invoice indicating the anticipated costs for providing the information. Due to recent a recent decision from the Court of Appeal the City of Grande Prairie will not process partial requests under S.299. 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>

**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

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