

**As per Bylaw C-1395**

This form is required to be completed when an assessed person is seeking property information pursuant to Section 300 of the Municipal Government Act. If the assessed person is being represented by an agent, the agent must submit a completed Agent Representative Authorization Form.

Upon receiving the completed forms, the City of Grande Prairie must provide the information for the first five accounts requested in compliance with the regulations within fifteen days, unless the information is available on the City of Grande Prairie website. You will be billed according to the amended fee bylaw after your request has been processed. The timelines for providing this information will not commence until you have approved a preliminary invoice indicating the anticipated cost of providing the information. If you have any questions please contact the City Assessor.

Based on the decision of the Court of Appeal in Canadian Natural Resources Limited vs. Wood Buffalo (Regional Municipality), 2014 ABCA 195 the City of Grande Prairie will no longer process a “partial” request for information under Section 300.

**General Property Information**

Please identify the accounts that you want a complete Section 300 package for. If you Are requesting more than 5 accounts you are required to fill out another complete request.

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

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

- Electronic (Email or Fax)**       **Paper Copy (Mail or Pick up)** Photocopy fees apply

\*Minimum fee of \$25.00 per account or \$75.00 per hour if greater than 3 accounts

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

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

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

<b>Corporation / Owners Name</b>	<b>Owner’s Account#</b>
<b>Name of Authorized Signatory</b>	<b>Position of Authorized Signatory</b>
<b>Requestor / Billing Name (If Agent)</b>	
<b>Billing Address</b>	
<b>Phone Number</b>	<b>Email or Fax Number</b>
<b>Authorized Signature</b>	