

## Property Assessment Notice

### REQUEST FOR INFORMATION

Assessed Person's Property Information – Section 300



This form is required when an assessed person or authorized agent is seeking confidential property information pursuant to Section 300 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: \_\_\_\_\_  
*Individual or Corporation name as registered at Land Titles*

Contact Name (If owner is a Corporation): \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone number: \_\_\_\_\_ Email: \_\_\_\_\_

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

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

***Please attach the tax year letter of authorization to this request.***

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

Representative Name: \_\_\_\_\_

Phone number: \_\_\_\_\_ Email or Fax Number: \_\_\_\_\_

***I, the person assessed, understand that I am authorizing the above noted representative to request information pertaining to my property under section 300 of the Municipal Government Act:***

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

#### SECTION C: Information Requested

Please identify the property or properties for which you are requesting Section 299 information. A fee applies to each property roll request: \$50.00 for Residential or Multi-Family properties and \$50.00 per \$100,000 of property assessment (maximum of \$500 per tax roll number) for Non-Residential properties as per the Fees and Charges Bylaw.

| Roll Number | Property Address or Legal Description of Assessed Persons's Property | Internal Use Only |
|-------------|--|-------------------|
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#### SECTION D: Preferred Delivery Method

- ☐ Email: \_\_\_\_\_
- ☐ Fax: \_\_\_\_\_
- ☐ Mail (Paper Copy): \_\_\_\_\_

#### SECTION D: 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 \$50.00 for Residential or Multi-Family properties and \$50.00 per \$100,000 of property assessment (maximum of \$500 per tax roll number) for Non Residential properties as per the Fees and Charges Bylaw.
- III. I understand that the timelines for providing information will commence upon receipt of payment and, if applicable, the submission of verifiable proof that the person signing in place of assessed person has signing authority on behalf of the assessed person, by the City of Wetaskiwin.
- IV. I understand that upon receiving the fully completed documentation and required fee, the City of Wetaskiwin will provide the information for the property in compliance with the regulations within fifteen (15) 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 the completed form  
and other documentation to:

Mail:

**Assessment Review Board Clerk  
P.O. Box 6210  
Wetaskiwin, AB T9A 2E9**

For all other assessment related questions, please contact Accurate Assessment Group at (877) 438-2305.

The personal information being requested on this form is being collected under the authority of section 4(c) of the Protection of Privacy Act (POPA). If you have questions about the collection, use, or disclosure of this personal information provided, please contact the City of Wetaskiwin's ATI Coordinator at 780.361.4456, [legislative@wetaskiwin.ca](mailto:legislative@wetaskiwin.ca), or in-person at Wetaskiwin City Hall (4705 50 Avenue, Wetaskiwin, Alberta, T9A 0R8).