

Fees and Rates Bylaw

Internal Use Only # \_\_\_\_\_

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*. Only one owner (individual or corporation) is allowed per request form.

**SECTION A: Assessed Person Information**

Assessed Person's Roll Number: \_\_\_\_\_

Name of Assessed Person: \_\_\_\_\_

*Exact individual or corporation name as registered at Land Titles Contact*

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

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

Phone Number: \_\_\_\_\_ E-mail: \_\_\_\_\_

Authorized Signature: \_\_\_\_\_

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

**\*\*Please attach a (2022 tax year) letter of authorization.**

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

Phone Number: \_\_\_\_\_ E-mail: \_\_\_\_\_

Authorized Signature: \_\_\_\_\_

**SECTION C: Information Requested**

Identify the properties you would like a complete *Section 300* package for. Every property requested will be subject to a fee of \$30.00 per residential property and \$75.00 per non-residential property.

Assessment Roll Number	Property Address or Legal Description (Westlock, AB only)	Internal Use Only

**SECTION D: Preferred Delivery Method**
☐ E-mail: \_\_\_\_\_

☐ Fax: \_\_\_\_\_

☐ Mail (Paper Copy): \_\_\_\_\_

**SECTION E: 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 each roll number requested will be subject to a fee of \$30.00 per residential property and \$75.00 per non-residential property as per the Revenue and Assessment Service Fee Bylaw.
- III. I understand that the timelines for providing this information will commence upon receipt of payment by the Town of Westlock.
- IV. I understand that upon receiving payment for the fully completed forms, the Town of Westlock must provide the information for the first five properties in compliance with the regulations within fifteen days, unless the information is available on the Town's website.

**Signature of Assessed Person or Agent/Property Representative:** \_\_\_\_\_

**Printed Name of Signatory Person:** \_\_\_\_\_

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

Please send this completed form and any other documentation to:

**Email:** [finance@westlock.ca](mailto:finance@westlock.ca)

**Fax:** 780-349-4436

**Mail:** Town of Westlock  
10003 106 Street  
Westlock, AB  
T7P 2K3

*If you have questions regarding this form, please contact the Town of Westlock Assessment Department at: 780-349-4444.*