TOWN OF Westlock

2021 PROPERTY ASSESSMENT REQUEST FOR INFORMATION

Assessed Person's Property Information - *Section 299*

Fees and Rates Bylaw

This form is required when an assessed person or authorized agent is seeking confidential property information about how the assessor assessed a person's property pursuant to Section 299 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: _____

Exact individual or corporation name as registered at Land Titles.

Contact Name (If owner is a Corporation): _____

Mailing Address: _____

Phone Number: _____ E-mail: _____

Signature of Assessed Person: _____

SECTION B: Authorized Agent/Representative Information

***Please attach a (2022 tax year) letter of authorization to this request.*

Authorized Corporation Name: _____ Representative Name: _____

Phone Number: _____ E-mail or Fax Number: _____

I, the assessed person, understand that I am authorizing the above noted representative to request information pertaining to my property under section 299 of the *Municipal Government Act*:

Signature of Assessed Person: _____

SECTION C: Information Requested

Identify the property(ies) you would like a complete Section 299 package for. Every property roll requested will be subject to a fee of $40.00 per residential property and $125.00 per non-residential or multi-family (four or more units) property.

Roll Number	Property Address or Legal Description of Assessed Person's Property	Internal Use Only

SECTION D: Preferred Delivery Method

E-mail: _____

Fax: _____

Mail (Paper Copy) ◯

Pick-up (Paper Copy) ◯

SECTION E: Acknowledgment 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 $40.00 per residential property and $125.00 per non-residential or multi-family property as per the Fees and Rates Bylaw.

III. I understand that the timelines for providing this information will commence upon receipt of payment and, if applicable, the submission of verifiable proof that the person signing in place of the assessed person has signing authority on behalf of the assessed person, by the Town of Westlock.

IV. I understand that upon receiving the fully completed documentation and required fee, the Town of Westlock will provide the information for the property 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 and Title: _____

Date: _____

Please send this completed form and any other documentation to:

Email: 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.

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