

TO: All municipal, provincial, and federal authorities, departments, and agencies  
(collectively, the "Authorities")

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

**Subject Property**

Municipal Address: \_\_\_\_\_

Legal Land Description: Plan: \_\_\_\_\_ Block: \_\_\_\_\_ Lot: \_\_\_\_\_

**Landowner/Agent**

Landowner Name: \_\_\_\_\_

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

City: \_\_\_\_\_ Province: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

This letter authorizes and requests a file search be completed in order for issuance of a File Search for the property in question, entailing sharing of any information on record with respect to this property, or which may affect potential interest.

Dated as of \_\_\_\_\_, 20\_\_\_\_

By: \_\_\_\_\_

Signature of Landowner/Agent