

This form allows an owner, corporation, or property manager to appoint an agent to act on their behalf with respect to property assessment. This agent may be an individual, a corporation, an employee, or a family member. The authorization form must be completed when an agent/representative is acting on behalf of the assessed person. Additionally, this form enables an appropriately authorized property manager to inform the City that they represent an assessed person and appoint an agent on their behalf. This form applies to the 2024 assessment pertaining to the 2025 taxation year. This authorization is valid until December 2025 unless revoked in writing.

What can my representative do?

Once this form has been validated by the City, the authorized party can:

- Act on behalf of the registered property owner.
- Appoint an agent on their behalf.
- Speak to an assessor on behalf of the property owner, request current year assessment detail reports or proformas during that calendar year.
- Agree to changes such as assessment value, assessment class, assessment description, exemption status, etc.

Who can authorize a representative?

- **Individual Owners** (as named on the Land Titles certificate):
 - The Authorization form must be signed by the owner or someone with Power of Attorney and/or signing authority.
 - Signatories not identified on the land title will require confirmation of signing authority by the titled owner.
 - If there are multiple owners of a property, only one owner's signature is required.
- **Corporate Owners** (as named on the Land Titles certificate):
 - Individuals with corporate signing authority, such as President, Vice President, CEO, CFO, Financial Controller, Asset Manager, Director, or Manager in relation to property assessment or taxation.
 - Confirmation of authorization may be required upon review of the form.
- **Property Management Corporations:**
 - Must provide a signed contract/agreement confirming authority to act on behalf of the owner (assessed person) of the property specifically in relation to property assessment. A generic management agreement void of assessment authorization will not be accepted.

Important Notice for Property Owners

An individual or company is permitted to act as a representative or authorized agent for the assessed person in interactions associated with the administration of certain aspects of the *Municipal Government Act*, Part 9.

"Assessed person" means a person who is named on an assessment roll in accordance with section 304 of the *Municipal Government Act*.

Please send the completed form and any other documentation to:

EMAIL: assessment@reddeer.ca

MAIL: Assessment Services
Box 5008
Red Deer, AB T4N 3T4

If you have questions regarding this form, please contact Revenue & Assessment Services at 403-342-8235

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): _____

If Corporation, name and position of authorized signatory: _____

Phone Number: _____ E-mail: _____

SECTION B: Authorized Agent/Representative Information

I, _____ authorize disclosure of information to the Agent/Representative named below, to review the assessment of the property and/or to assist with an appeal of my assessment for the properties listed on this document. I understand that this does not constitute a complaint to the Assessment Review Board under Section 460 of the Municipal Government Act.

Agent/Representative Name: _____

Authorized Corporation Name (if applicable): _____

Mailing Address: _____

Phone Number: _____ E-mail: _____

Signature of Assessed Person or Authorized Signatory: _____

Position/Title of Authorized Signatory: _____

Printed Name of Signatory Person: _____

Date: _____

SECTION C: Schedule of Properties

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

If you have more properties, you can complete an additional form or attach your own schedule of properties containing the above information.