



902 7th Avenue  
 Canmore, AB T1W 3K1  
 Phone 403-678-1500 - Fax 403-678-1524  
 www.canmore.ca

**Property Agent  
 Authorization**  
 (Property Manager to access Tax  
 and/or  
 Utility account  
 information)

taxes@canmore.ca      water@canmore.ca

Tax Roll	_____
UT Acct	_____
Parking	_____

**Section A - Property Identification**

Street Address of Property \_\_\_\_\_

**Section B - Owner Identification (owner will continue to receive originals of bills)**

Name of Legally Registered Property Owner \_\_\_\_\_

Owner's Mailing Address \_\_\_\_\_

City/Town \_\_\_\_\_ Prov/State \_\_\_\_\_ Postal Code \_\_\_\_\_

Daytime Phone \_\_\_\_\_ Fax \_\_\_\_\_

Email \_\_\_\_\_

**Section C - Property Agent Identification (agent will receive copies of bills)**

Name of Property Management Agency \_\_\_\_\_

Main Contact Person (if applicable) \_\_\_\_\_

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

Town \_\_\_\_\_ Prov/State \_\_\_\_\_ Postal Code \_\_\_\_\_

Daytime Phone \_\_\_\_\_ Fax \_\_\_\_\_

Email \_\_\_\_\_

Town of Canmore Business Registry Licence Number \_\_\_\_\_

**Section D - Information Requested (check one of the following)**

Send copies of the Utility Bills only       Send copies of all Utility Bills, Tax & Assess. Notices

Send Assessment Notices       Send Tax Notices       Do not send bills - access to information only

**Section E - Terms and Owner Authorization**

I acknowledge by my signature that I have read and understand the following terms and conditions:

1. The Town of Canmore will send a copy of the property tax notice/utility bill to a property agent, provided that proper authorization is on file
2. Unless specifically requested in writing otherwise, the owner will continue to receive a copy of each tax notice or utility bill and remains ultimately responsible for payment on the account(s) if the property agent defaults in payments.
3. Pursuant to Bylaw 39-2003 the Town of Canmore may transfer any outstanding utility balances to the tax roll of the property owner. Any amounts transferred to the property tax account are subject to the property tax penalty bylaw.
4. Upon sale of the property the names of all owners and their agents will be removed from the accounts.

Signature of Legally Registered Property Owner \_\_\_\_\_

Date \_\_\_\_\_

Rev. Jan/17

**FOIP Notification:** Your personal information is protected by the privacy provisions of the *Freedom of Information and Protection of Privacy Act*. The personal information you provide on this form is being collected under the authority of Section 33(c) of the *Freedom of Information and Protection of Privacy Act*. This information will be used for the purposes of administering billing and notifications for the Town of Canmore. This form is deemed transitory and will be destroyed upon cancellation of PUPP or TIPP account or written notification. If you have any questions about the collection or use of this information please contact the FOIP Coordinator, Town of Canmore, 902 7th Avenue, Canmore AB. T1W 3K1, (403) 678-1509