



Request for Comparable Information

Under s.300 for the Municipal Government Act (MGA)

This form is required when an assessed person (owner) or agent is seeking property information pursuant to Section 300 of the *Municipal Government Act (MGA)*.

Agents and Property Managers must have submitted a Agent Representative Authorization form.

To initiate the request, the applicant must:

- 1) Make payment of \$67 per property* to the Town of Canmore (see payment options below);
- 2) Submit a copy of the receipt along with this completed form to the Assessor (see submission details below)

Upon receiving the completed form and proof of payment, the Assessor must provide the information for the first five (5) accounts requested in compliance with the regulations within fifteen (15) days, unless the information is available on the Town's website.

Updated Feb. 2025

APPLICANT / BILLING INFORMATION:

APPLICANT NAME: _____

Name as registered on Town of Canmore property tax account or Agent Authorization form.

I declare that I am authorized to act for the above-named business/agent.

Representative Name (Printed): _____

MAILING ADDRESS: _____

CITY/TOWN: _____ PROV: _____ POSTAL CODE/ ZIP: _____ COUNTRY: _____

PHONE: _____ EMAIL: _____

X _____

Date: _____

Authorized Signature

REQUESTED PROPERTY INFORMATION

Tax Roll Number (if known)	Property Address or Legal Description

Payment Options:

Payment can be made in person at the Canmore Civic Center (902 7th Avenue) by cash, cheque, debit or credit card,
OR by credit card over the phone by calling 403.678.1500

*Fee listed is per Town of Canmore Master Fee Schedule 1.14b *Property Assessment Information (section 299/300 of MGA)*.

Send Completed Form & Proof of Payment to:

Legassy Municipal Services

Canmore@Legassy.ca

FOIP Notification:

The Town of Canmore is collecting your personal information under the authority of section 33c of the Alberta Freedom of Information and Protection of Privacy Act. This information will be used for the purpose of administering property assessment requests for the Town of Canmore. If you have any questions about the collection of your personal information, you may contact the Town of Canmore Property Tax Coordinator at 403.678.1506, 902 7th Ave, Canmore, AB, T1W 3K1.

A. Instructions

1. **Owners** must be the person(s) legally registered on Title with Alberta Land Title. Where there are multiple owners only one owner needs to sign. No agent/representative form is required.
2. **Agents** must include a Agent Authorization form, valid for the current tax year OR the form must also be signed by the property owner.
3. **Property Managers** must include a copy of the signed contract indicating that they have the authority to act on behalf of the property owner in relation to property tax/assessment account.
4. **Power of Attorney** signature will be accepted in place of the property owner signature if a valid Power of Attorney document is attached.

B. Payment Options

Fee listed is per Town of Canmore Master Fee Schedule *1.14b Property Assessment Information*.

1. **In person** at the Canmore Civic Center (902 7th Avenue) by cash, cheque, debit or credit card.
2. **By phone** by credit card by calling 403.678.1500

C. Submission of Request

1. Send Completed Form & Proof of Payment to:

Legassy Municipal Services
Canmore@Legassy.ca