



Request for Assessment Information

Under s.299 for the Municipal Government Act (MGA)

This form is required when an assessed person (owner) or agent is seeking property information for their own property pursuant to Section 299 of the *Municipal Government Act (MGA)*.

**** This is not a request for a copy of your Assessment Notice ****

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 within fifteen (15) days, unless the information is available on the Town's website.

Updated Feb. 2025

PROPERTY OWNER INFORMATION:

Only one owner (individual or corporation) is allowed per request form.

PROPERTY OWNER NAME:

Name as registered on at Alberta Land Titles.

If the applicant is a **BUSINESS** I declare that I am an authorized signatory of the above-named business.

Printed Name:

MAILING ADDRESS:

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

PHONE: _____ EMAIL: _____

X _____ Date: _____

Authorized Signature

Property Owner signature may not be required if completed by a property manager or agent. See page 2 for details.

AUTHORIZED PROPERTY MANAGER or AGENT/REPRESENTATIVE INFORMATION (if applicable):

See instructions on Page 2 for required supporting documentation.

COMPANY NAME: _____

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

Representative Name (Printed): _____

PHONE: _____ EMAIL: _____

X _____ Date: _____

Authorized Signature

REQUESTED PROPERTY INFORMATION

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

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