

Assessed Person and Agent Authorization Declaration Property Records Request Form

A completed form must be submitted to pr@kcl-consulting.com with **each** request for property records.

PART 1 – ASSESSED PERSON (property owner)		OFFICE USE ONLY - Is Part 1 complete? Y N	
Assessed Person or Corporation Name	Contact Name	Telephone Number (bus) ext.	
Address		Email Address	
City	Province/State	Postal Code/ZIP Code	Country

PART 2 – AGENT (property manager)		OFFICE USE ONLY - Is Part 2 complete? Y N	
Agent Corporation or Individual Name	Contact Name	Telephone Number (bus) ext.	
Address		Email Address	
City	Province/State	Postal Code/ZIP Code	Country

PART 3 – ASSESSED PERSON'S PROPERTY INFORMATION		OFFICE USE ONLY - Is Part 3 complete? Y N	
Attach a list of the assessed person's (owner) property by identifying the municipality name, roll number and address/legal description or complete the next line. Check the box if list is attached			
Municipality Name	Property Identifier/Roll Number	Address or Legal Description	

PART 4 - ASSESSED PERSON'S DECLARATION (property owner)		OFFICE USE ONLY - Is Part 4 complete? Y N	
<small>(Must be completed by the assessed person identified in Part 1)</small>			
I declare:			
<ul style="list-style-type: none"> a) I am the assessed person identified in Part 1; b) The corporation or individual identified in Part 2 is the agent authorized to act on behalf of the assessed person identified Part 1; c) I understand that No person may make a complaint about an assessment in the year following the assessment year if the assessed person has failed to provide any information requested under section 295 of the Municipal Government Act (MGA) within 60 days from the date of the request. d) I understand that I may be asked for a copy of the 295 Request for Information Return if a complaint is filed against the assessment for my property. 			
Signature _____		Date _____	

PART 5 – AUTHORIZED AGENT'S DECLARATION		OFFICE USE ONLY - Is Part 5 complete? Y N	
<small>(Must be completed by the authorized agent identified in Part 2 if submitting the request on behalf of the assessed person identified in Part 1)</small>			
I declare:			
<ul style="list-style-type: none"> a) I am the authorized agent representative identified in Part 2; b) I understand that No person may make a complaint about an assessment in the year following the assessment year if the assessed person has failed to provide any information requested under section 295 of the Municipal Government Act within 60 days from the date of the request. 			
Signature _____		Date _____	

PART 6 – COMPLIANCE STATUS	OFFICE USE ONLY - Compliant Non-Compliant
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The assessor may contact the assessed person to confirm agent authorization. The assessor may choose not to release information if the assessed person (Part 1) and or the authorized agent (Part 2) has failed to complete this form. Please return the completed form by e-mail to pr@kcl-consulting.com and place **Property Record Request** in the subject line.

This information is being collected for property assessment purposes in accordance with the Municipal Government Act and section 33(c) of the Freedom of Information and Protection of Privacy Act. All information will be managed in accordance with the provisions of the Municipal Government Act and the Freedom of Information and Protection of Privacy Act. Questions about the collection of this information can be directed to the Assessor's Office at 1-888-419-2128 or by submitting an inquiry at <http://www.kcl-consulting.com/inquiry-form/>.