Municipal District of Taber

Property Assessment Information Request Form
Assessed Person's Property

The purpose of this form is for an assessed person, or their authorized agent, to request under **section 299** of the Municipal Government Act, *"information to show how the assessor prepared the assessment of that person's property"*.

To be considered a valid request, this form must be completed in full and submitted with the appropriate fee as outlined in the Municipal District of Taber's Fees and Services By-law No. 2003:

- Residential (3 or fewer dwellings) - $25/roll number
- Residential (4 or more dwellings) - $75/roll number
- Farmland - $25/roll number
- Non-Residential (inc M&E) - $250/roll number

Illegible, inaccurate, on incomplete requests will be rejected. Forms submitted by an agent without a valid Authorization form or Letter of Authority will also be rejected. If you require assistance, please contact the appointed Assessor.

Upon receipt of the completed form and the appropriate payment, the appointed Assessor will compile and return the requested information within the regulated time frame.

A. Name and Contact Information

Please indicate selections clearly.

Is an agent acting on behalf of the Assessed Person? *Yes* ◯ *No* ◯
(If applicable, please complete and submit the Agent Authorization Form)

	Assessed Person	Assessor
Name:		
Address:		
Phone:		
Fax:		
Email:		

B. Property Identification

Please print clearly.

Please identify the property you are requesting information about:

Roll Number: _____

Legal Description: Plan: Blk: Lot: Qtr: Sec: Twp: Rge: M:

C. Information Requested

Please indicate selections clearly.

I would like information pertaining to the assessment of:

Improvements ☐ Market Land ☐ Farmland ☐

Please attach a detailed description of the information you are requesting.

D. Acknowledgement and Certification

By signing below, I acknowledge and certify that:

- I understand, if I circled "Yes" to indicate I am using an agent in Part A, I will only receive information from the Assessment Department after a valid/current Letter of Authorization has been submitted.
- I understand that, I am requesting property assessment information pertaining to only the roll number/property indicated in Part B for the current year of assessment only.
- I understand a fee as described above must be received with the submission of this form and I certify it has been included with this request.

_____ _____

Signature Date