Government of Alberta ■

Assessment Complaints Agent Authorization

SECTION 1 - Assessed Person / Taxpayer Information

Tax Year

Assessed Person(s) or Taxpayer(s) *(if the assessed person or taxpayer is a company, enter the complete legal name of the company)*	
Business Name (if pertaining to business tax)	Business Owner(s)

SECTION 2 - Municipal and Property Information

(for designated industrial property go to Section 3)

Municipality Name (as shown on your assessment notice or tax notice)	Assessment Roll or Tax Roll Number
Property Address	Legal Land Description (i.e. Plan, Block, Lot or ATS 1/4 Sec-Twp-Rng-Mer)

Property Type *(check all that apply)*

- ☐ Residential property with 3 or less dwelling units
- ☐ Residential property with 4 or more dwelling units
- ☐ Farm land
- ☐ Non-residential property
- ☐ Machinery and equipment

SECTION 3 - Agent Information

Note: Agent means a person or company who for a fee or potential fee acts for an assessed person or taxpayer during the assessment complaint process or at a hearing before an assessment review board or the Municipal Government Board.

Agent Name		Contact Name (if different) and Position Held	
Mailing Address (if different from above)	City/Town	Province	Postal Code
Telephone Number *(include area code)*	Fax Number *(include area code)*	Email Address	

SECTION 4 - Acknowledgement and Certification

By signing below, I acknowledge and certify that:

1. I am the assessed person or taxpayer identified in section 1, or a legally authorized officer of the assessed person or taxpayer.
2. To initiate the processing of this agent authorization, I am attaching this agent authorization form to:
   (a) the complaint form if the agent is authorized to file the complaint on my behalf, or
   (b) a letter, signed by me on my personal or company letterhead, and the letter is submitted to the municipality's assessment review board clerk or to the Municipal Government Board administrator, as the case may be, before the hearing of the complaint.
3. I provide authority to the agent, as identified in section 3, to represent the assessed person or taxpayer, identified in section 1, to:
   (a) file a complaint on behalf of the assessed person or taxpayer for the property described on this form,
   (b) discuss the issues or matters of the complaint with the municipality's assessor (or the assessor designated by the Minister for linear property),
   (c) prepare and submit disclosure regarding the complaint,
   (d) represent the assessed person or taxpayer at hearings before the assessment review board (or before the Municipal Government Board for linear property),
   (e) reach an agreement with the assessor to correct a matter under complaint, and
   (f) to withdraw the complaint at any time.
4. I understand that the assessed person or taxpayer continues to be subject to all provisions required by the *Municipal Government Act* and its attendant regulations, and any authorization of agency is not a substitute for any of those provisions.
5. I understand that this document does not act as an authorization of agency for the purposes of Section 299 or Section 300 of the *Municipal Government Act.*
6. I understand that the assessed person or taxpayer is liable for any costs awarded against the agent by an assessment review board (or by the Municipal Government Board for linear property), or for any change in assessment that may result from a hearing.
7. I understand that this authorization is only applicable to the tax year entered on this form.
8. The agent has disclosed the qualifications, professional designations, certifications, or affiliations of the agent, if any, with respect to property assessment or appraisal.
9. I may revoke authorization at any time in writing to the assessment review board clerk, or the Municipal Government Board administrator.

Signature of the Assessed Person or Taxpayer	Printed Name of Signatory Person and Title	Date *(mm/dd/yyyy)*