

Assessed Person (Property Owner) Tax Representative-Agent Authorization

SECTION 1 - Assessed Person / Taxpayer Information		TAX YEAR
Assessed Person(s) (Property Owner(s)) <i>(if the assessed person is a company, enter complete company legal name)</i>		Phone Number
Business Name (if pertaining to business tax)	Business Owner(s)	

SECTION 2 - Municipal and Property Information	
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)

SECTION 3 - Agent Information			
Note: Agent or Occupant means a person or company who the assessed person (property owner) authorizes to act for the above described property with regard to the payment of property and BIA taxes and receipt of tax notification.			
Agent or Occupant Name		Contact Name (if different) and Position Held	
Mailing Address (if different from above)	City/Town	Province	Postal Code
Telephone Number <i>(include area code)</i>	Fax Number <i>(include area code)</i>	Email Address	

SECTION 4 - Acknowledgement and Certification

By signing below, I acknowledge and certify that:

1. I am the assessed person (property owner) identified in section 1, or a legally authorized officer of the assessed person (property owner).
2. As the assessed person (property owner) I am allowing this agent or occupier of property, listed in Section 3, to have authorization to:
 - (a) Enter into the Tax Instalment Prepayment Plan (TIPP)
 - (b) Inquire about tax account balances and payments
 - (c) Obtain a copy of the Tax Notice
3. I understand that the assessed person (property owner) 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.
4. I understand that the assessed person (property owner) is liable for any penalties or fees incurred due to unpaid taxes or returned cheques.
 - (a) I understand that I will **not** receive notification in the event of a returned payment, NSF or otherwise, by the Agent.
 - (b) To see detailed tax account information for your property, go to lethbridge.ca/mycity, create your profile and use your access code and from your tax notice.
 - (c) Initials
5. I understand that this authorization is only applicable until the authorized agent no longer manages or occupies the property.
6. The agent or occupier has disclosed the qualifications, professional designations, certifications, or affiliations of the agent, if any, with respect to property taxation account.
7. I may revoke authorization at any time in writing.

Signature of the Assessed Person (Property Owner)	Printed Name of Signatory Person and Title	Date (mm/dd/yyyy)
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FOIP: Your personal information is being collected for the purpose of assessing property and collecting taxes. Any personal information received is being collected and used pursuant to section 33(c) and section 39(1)(a) of the Freedom of Information and Protection of Privacy Act and your personal information will be managed in accordance with the FOIP Act. If you have any questions about the collection, use and disclosure of information, please contact the City's FOIP Coordinator with Information Management at (403) 320-3821 or email foip@lethbridge.ca.