

Okotoks Assessment Services Letter of Agency Authorization template

(To be prepared by owners on their letterhead to establish agency relationship & provide authority for release of assessment records to non-owner)

Town of Okotoks
Assessment Services
P.O. Box 20, Stn. Main,
5 Elizabeth Street
Okotoks, Alberta
T1S 1K1

Date: _____

Re: Assignment of Assessed Person Rights

Name of Assessed Person or Corporation: _____
Name of Appointed Signing Officer: _____ Email: _____
Title or position of Appointed Signing Officer: _____ Phone: _____

Assessed Property Address: _____
Roll #: _____

This letter is notification to Okotoks Assessment Services only. I the Assessed Person for this property assign my statutory rights with respect to MGA section 299 regarding access to my assessment records solely to the Assignee:

Assignee Company Name: _____
Individual's Name: _____
Valuation accreditations _____
Mailing Address: _____

Telephone: _____
Email: _____

to exclusively receive records in accordance with Municipal Government Act (MGA) section 299 for my property regarding the 2022 tax year, to discuss any resulting matters from that disclosure, and to resolve matters relating to those discussions. This authorization does not extend to any tribunal requirements and I remain subject to all provisions of the Municipal Government Act (MGA) and its attendant regulations. I shall not hold the Town liable for any actions arising from this assignment or release of information. This exclusive authorization shall not be further assigned. It is subject to, and the Town of Okotoks Assessment Services is directed not to release the following Documents:

1. _____
2. _____

I certify that I am compliant and current with all assessor requests for information and have responded to all information requests within stated time deadlines. ___ yes. ___ no

Yours truly,

Signature: _____

Printed name & title: _____

Questions in preparing this letter should be directed by email to Okotoks Assessment Services at: assessment@okotoks.ca