



2022 Property Assessment Information Request Assessed Person's Property Information - Section 299

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 about how the assessor prepared the assessment of the assessed property that may not be available on The Town Of Okotoks Assessment or Assessment website.

SECTION A: Assessment Account Information

1. Property Assessment Roll Number
2. Property Address
3. Name of the Assessed Property Owner
4. Is the requester the:
Assessed Property Owner (*complete Section B*)
Agent (*complete Section C*)

SECTION B: Assessed Person Information

5. Requestor Contact Name
6. Telephone Number

SECTION C: Agent/Representative Information

7. Agent/Company or Representative
8. Agent Contact Name
9. Telephone Number
10. Is the agent or representative authorized by the assessed person for the 2021 roll year?
Yes
No *Assessment Agent Complaint Authorization Form*

SECTION D: Preferred Method of Delivery (*check one*)

11. Preferred method of delivery:
E - mail:
Mail:
Pick-up

SECTION E: Information Requested

Identify the property(ies) you would like a complete Section 299 package for. Every property roll requested will be subject to a fee of \$50.00 per residential property and \$200.00 per non-residential or multi-family (three or more units) property.

<i>Roll Number</i>	<i>Property Address or Legal Description of Assessed Person's Property</i>



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SECTION F: Acknowledgement and Certification

By signing, I acknowledge and certify that:

- I. I understand that I am requesting property assessment information pertaining to the roll number(s) identified in Section A-1 and E for the current assessment year only.
- II. I understand that, if I complete Section C of this form, I will only receive information from the Assessment Services after the assessed person has granted authorization through the Assessment Agent Complaint Authorization Form for the current assessment year.
- III. I understand that my request will be subject to a fee of \$50.00 per residential property and \$200.00 per non-residential or multi-family property as per the Fees, Rates, and Changes Bylaw 09-21.
- IV. I understand that the timelines for providing this information will commence upon receipt of payment and, if applicable, the submission of verifiable proof that the person signing in place of the assessed person has signing authority on behalf of the assessed person, by the Town of Okotoks
- V. I understand that upon receiving the fully completed documentation and required fee, the Town of Okotoks will provide the information for the property in compliance with the regulations within fifteen days, unless the information is available on the Town's website.

Signature of Assessed Person or Agent/Representative: _____ Date: _____

Printed Name of Signatory Person and Title: _____

Billing Address: _____

Send this completed form and any other documentation to:

Mail: Attn: Property Assessment
Town of Okotoks
P.O. BOX 20, Stn Main,
5 Elizabeth Street,
Okotoks, Alberta T15 1K1

Email: assessment@okotoks.ca

If you have question regarding this form, please contact the Town of Okotoks Assessment Department at 403-995-6313

The information received will be protected in accordance with the privacy provisions of the Municipal Government Act, R.S.A. 2000, c.M-26, and the Freedom of Information and Protection of Privacy Act, R.S.A. 2000, c.F-25.