



Property Assessment Request For Information
Comparable Information – Section 300

This form is required when an assessed person or authorized agent is seeking confidential property information pursuant to Section 300 of the Municipal Government Act. Only one owner (individual or corporation) is allowed per request form.

SECTION A: Assessed Person Information

Assessed Person's Roll Number: _____

Name of Assessed Person: *(Exact individual or corporation name as registered at Land Titles)*

Contact Name (If owner is a Corporation): _____

Mailing Address: _____

Phone Number: _____ Email: _____

Authorized Signature: _____

SECTION B: Authorized Agent/Representative Information

***Please attach an Agent Authorization Form.*

Authorized Corporation Name: _____

Representative Name: _____

Phone Number: _____ Email: _____

Authorized Signature: _____

SECTION C: Information Requested

Upon receiving the required forms, the Town of Elk Point must provide the information for the first five properties requested in compliance with the regulations within fifteen days, unless the information is available on the Town's website.

Based on the decision of the Court of Appeal in Canadian Natural Resources Limited vs. Wood Buffalo Regional Municipality, 2014 ABCA 195, the Town of Elk Point will no longer process a "partial" request for information under Section 299.

Please identify the property(ies) you would like a complete Section 300 package for:

Assessment Roll Number	Property Address or Legal Description (Elk Point, AB only)	Internal Use Only

The Town of Elk Point will provide the first three comparable properties to the Assessed person at no charge. Additional comparable properties will be subject to a fee of \$25 per property.

SECTION D: Preferred Delivery Method

- o Email: _____
- o Mail (Paper Copy): _____
- o Pick-Up (Paper Copy)

SECTION E: 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 and C for the current assessment year only.
- II. I understand that if I am requesting more than three comparable properties, any additional property will be subject to a fee of \$25 per property.
- III. I understand that the time lines for providing this information will commence either:
 - a. Upon receipt of payment by the Town of Elk Point, if payment is required for providing this information (more than three comparable properties requested), or;
 - b. Upon receipt of this form, if no payment is required (three or less comparable properties requested).
- IV. I understand that upon receiving the fully completed forms including payment (if applicable), the Town of Elk Point must provide the information for the first five properties in compliance with the regulations within fifteen days, unless the information is available on the Town's website.

Signature of Assessed Person or Agent/Property Representative: _____

Printed Name of Signatory Person: _____

Date: _____

Please send the completed form and any other documentation to:

town@elkpoint.ca

OR

By mail to:

Town of Elk Point
Attn: Tax Department
Box 448
Elk Point, AB T0A 1A0

OR

In person at the Elk Point Town Office at:

4914 50 Avenue
Elk Point, AB T0A 1A0

If you have any questions regarding this form, please contact the Town Office at: 780-724-3810.