

Title	ADMINISTRATION POLICY	POLICY NO:	M-6
Legislation Reference	MGA – Section 299		
Purpose To outline the process to be used when a property owner requests detailed information about an assessment under the provisions of Section 299 of the <i>Municipal Government Act</i> .			

Policy Statement and Guidelines

When a property owner requests detailed information regarding a property assessment under Section 299 of the *Municipal Government Act*, the attached Form will be provided to the requestor.

All direction of the form should be followed with instructions to the requestor that the form should be sent directly to Wildrose Assessment Services.

There is no fee for filing this request.

Policy Approval Signature: 
 (CAO, Village of Beiseker)

Policy Approval Date: July 17/23



VILLAGE OF BEISEKER

OFFICE OF MAYOR AND MUNICIPAL ADMINISTRATOR

P.O. Box 349 Beiseker, Alberta T0M 0G0 email: beiseker@beiseker.com
Tel. (403) 947-3774 Fax (403) 947-2146 www.beiseker.com

PROPERTY ASSESSMENT REQUEST FOR INFORMATION Assessed Person's Property Information - Section 299

This form is required when an assessed person or authorized agent is seeking confidential property information about how the assessor assessed a person's property pursuant to Section 299 of the Municipal Government Act (MGA). Only one owner (individual or corporation) is allowed per request form.

Assessed person is defined in the MGA, Part 9 as "a person who is named on an assessment roll in accordance with Section 304". If the Assessed person is a company or corporation, verifiable proof of signing authority is required to be submitted along with this form for the person signing in place of "signature of assessed person", before the request will be processed.

SECTION A: ASSESSED PERSON INFORMATION

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: _____ E-mail: _____
Signature of Assessed Person: _____

SECTION B: AUTHORIZED AGENT/REPRESENTATIVE INFORMATION

****Please attach a letter of authorization to this request.**

Authorized Corporation Name: _____
Representative Name: _____
Phone Number: _____ E-mail or Fax Number: _____

I, the assessed person understand that I am authorizing the above noted representative to request information pertaining to my property under Section 299 of the Municipal Government Act:

Signature of Assessed Person: _____

SECTION C: INFORMATION REQUESTED

Identify the property(ies) you would like a complete Section 299 package for.

Roll Number	Property Address or Legal Description of Assessed Person's Property

SECTION D: PREFERRED DELIVERY METHOD

E-mail: _____
Fax: _____
Mail (Paper Copy) _____
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 C for the current assessment year only.
- II. I understand that the timelines for providing this information will commence upon receipt of submission of verifiable proof that the person signing in place of the assessed person has signing authority on behalf of the assessed person (if applicable) and this will be verified by Wildrose Assessment Services.
- IV. I understand that upon receiving the fully completed documentation, Wild Rose Assessment Services will provide the information for the property in compliance with the regulations within fifteen days.

Signature of Assessed Person or Agent/Property Representative: _____

Printed Name of Signatory Person and Title: _____

Date: _____

Please send this completed form and any other documentation to:

Email: admin@WILDROSEASSMT.COM

Mail: Wild Rose Assessment Services
#4, 4699 – 61 Street, Red Deer AB T4N 7C9

If you have questions regarding this form, please contact Wild Rose Assessment at: 403-343-3357