

AGENT AUTHORIZATION:
Individual Representative

For an individual who is not a property manager to access property tax &/or utility accounts &/or act on behalf of an owner.

Tax Roll	_____
UT Acct	_____
Parking Stall	_____
For Office Use Only	
<input type="checkbox"/> C1	<input type="checkbox"/> C2
Revised Oct/24	

SECTION A - PROPERTY INFORMATION

PROPERTY ADDRESS _____

SECTION B - LEGAL OWNER IDENTIFICATION (owner will continue to receive original bills)

LEGAL OWNER(S): _____
Name(s) as registered with Alberta Land Titles/purchasing documents

If the applicant is a BUSINESS, I declare that I am an authorized signatory of the above-named business:

<i>Name (Printed)</i>	<i>Signature</i>
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OWNER'S MAILING ADDRESS: _____

CITY/TOWN:	PROV:	POSTAL CODE/ZIP:	COUNTRY:
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PHONE:	EMAIL:
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SECTION C - PROPERTY AGENT IDENTIFICATION

NAME OF AUTHORIZED AGENT (Individual): _____
Name (Printed)

MAILING ADDRESS: _____

CITY/TOWN:	PROV:	POSTAL CODE/ZIP:	COUNTRY:
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PHONE:	EMAIL:
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SECTION D - INFORMATION REQUESTED FOR AUTHORIZED AGENT

Check all that apply:

- | | |
|---|---|
| <input type="checkbox"/> Send copies of Utility Bills by mail | <input type="checkbox"/> Send Utility Bills by email to the Authorized Agent's email listed above |
| <input type="checkbox"/> Send copies of Property Assessment Notices | <input type="checkbox"/> Do <u>not</u> send notifications: approval to access information only |
| <input type="checkbox"/> Send copies of Property Tax Notices | <input type="checkbox"/> Authorize to complete annual Primary Residence Declaration Form (where applicable) |

SECTION E - AUTHORITY FOR ACCESSING THIS INFORMATION

Check one of the following and attach supporting documentation.

- | | |
|---|---|
| <input type="checkbox"/> Copy of Letters Probate | <input type="checkbox"/> Copy of Will naming me as executor |
| <input type="checkbox"/> Power of Attorney | <input type="checkbox"/> Other court-ordered documentation |
| <input type="checkbox"/> Copy of Death Certificate + documentation establishing your relationship to property owner | |
| <input type="checkbox"/> Interested Party authorized by Property Owner. Property owner's signature required here: _____ | |

SECTION F - AUTHORIZATION

Please review and **acknowledge by your signature** that you have read and understand the following terms and conditions:

- The property owner or their designated agent is responsible to ensure that taxes and utilities are paid in full regardless of any agreement in place with the agent.
- In the case of an interested party, the owner will continue to receive copies of tax notifications and/or utility bills.
- The property owner remains ultimately responsible for payment of the account(s).
- Pursuant to Bylaw 39-2003 the Town of Canmore may transfer any outstanding utility balances to the tax roll of the property owner(s). Any amounts transferred to the property tax account are subject to the Property Tax Penalty Bylaw 2019-26.
- Upon sale of the property the names of all owners and their agents will be removed from the accounts.
- Electronic Notifications (if applicable): It is the responsibility of the applicant to ensure that their email address is kept current with the Town of Canmore Finance Department for all future correspondence. The Town of Canmore will not be responsible for the non-receipt of notifications due to an invalid email address or the applicant's server malfunction. Non-receipt of your bills does not exempt you from penalty due to late payment.
- Please be sure to add eBilling@canmore.ca to your safe sender list.

Printed Name - of Authorized Agent

Signature - of Authorized Agent

Date Signed

FOIP Notification:

The Town of Canmore is collecting your personal information under the authority of section 33c of the Alberta Freedom of Information and Protection of Privacy Act. This information will be used for the purpose of administering property tax & utility accounts for the Town of Canmore. If you have any questions about the collection of your personal information, you may contact the Town of Canmore Property Tax Coordinator at 403.678.1506, 902 7th Ave, Canmore, AB, T1W 3K1.