



902 7th Avenue
 Canmore, AB T1W 3K1
 Phone 403-678-1500 - Fax 403-678-1524
 www.canmore.ca

Authorization for Designated Agent

(individual who is not a property manager)
 to access Property Tax and/or Utility Account information

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

taxes@canmore.ca

water@canmore.ca

Rev. Jan/17

Section A - Property Identification

Street Address of Property _____
 Legally Registered Name of Property Owner _____

Section B - Designated Agent Information

Name of Designated Agent _____
 Mailing Address _____
 City/Town _____ Prov./State _____ Postal Code/Zip _____
 Daytime Phone # _____ Email _____
 Main Contact Person (if applicable) _____

Section C - Information Requested

- | | |
|---|---|
| <input type="checkbox"/> Send copies of the Utility bills only | <input type="checkbox"/> Send copies of both Utility bills and Tax notices |
| <input type="checkbox"/> Send copies of the Property Tax notices only | <input type="checkbox"/> Do not send bills: approval to access information only |

Section D - 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 - property owner's signature required here: _____ | |

Section E - Terms and Conditions

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 a copy of each tax notice/utility bill and 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.

All property owners and their designated agents will be removed from the accounts as of the date of sale of the property.

Date _____

Signature of Designated Agent _____