



AGENT AUTHORIZATION:
Property Manager

Taxes: taxes@canmore.ca
Utilities: water@canmore.ca

For 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
 C1 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:

Name (Printed) _____ Signature _____

OWNER'S MAILING ADDRESS: _____

CITY/TOWN: _____ PROV: _____ POSTAL CODE/ZIP: _____ COUNTRY: _____
PHONE: _____ EMAIL: _____

SECTION C - PROPERTY AGENT IDENTIFICATION

NAME OF PROPERTY MANAGEMENT AGENCY: _____

MAIN CONTACT: _____
Name (Printed)

MAILING ADDRESS: _____
CITY/TOWN: _____ PROV: _____ POSTAL CODE/ZIP: _____ COUNTRY: _____
PHONE: _____ EMAIL (for billing): _____

TOWN OF CANMORE BUSINESS REGISTRY LICENCE NUMBER: _____

SECTION D - INFORMATION REQUESTED FOR AUTHORIZED AGENT

Check all that apply:

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

SECTION E - AUTHORIZATION

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

1. The Town of Canmore will send a copy of the property tax notifications/utility bill to a property agent, provided that proper authorization is on file.
2. Unless specifically requested in writing, the owner will continue to receive a copies of tax notifications and/or utility bills.
3. The property owner remains ultimately responsible for payment of the account(s).
4. 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.
5. Upon sale of the property the names of all owners and their agents will be removed from the accounts.
6. 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.
7. Please be sure to add eBilling@canmore.ca to your safe sender list.

Printed Name - of Legally Registered Property Owner

Signature - of Legally Registered Property Owner

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.