



## PROVISIONS OF USE

Person Licensed to Practice Law or Provide Legal Services:

A letter of representation must be provided by a legal representative to show proof or authority to act before any information will be provided.

For Other Agents/Representatives, the following signatories will be considered valid:

1. Where the owner of the property (the owner is always the party who is named on a Land Titles certificate) is an individual, then this form is signed by the owner or someone with Power of Attorney (which must be attached) from the owner is valid. Where there are multiple owners only one owner needs to sign.
2. Where the owner of the property is a corporation, the City of Grande Prairie will accept the signature of a person in any of the following positions with in the corporation owning the property:

• President	• Vice President
• Chief Executive Officer (CEO)	• Chief Financial Officer (CFO)
• Controller	• Comptroller
• Asset Manager	• Manager of Property & Taxation
• Manager of Real Estate	• Director of Property & Taxation
• Director of Real Estate	• Director (Must provide corporate search)

3. Where the owner of the property is a corporation, the City of Grande Prairie will accept the signature of a person in any of the following positions or individuals within the corporation owning the property when the following supporting documents are provided:
  - Individuals or Corporations(s) listed on a corporate search owning 1% or more of the shares of the corporation owning the property. (corporate search must be attached)
  - Individuals that swear an Affidavit stating that they have signing authority for the corporation (Affidavit must be from the current year and must be attached.) [Use FORM A]
  - Individuals that have corporate signing authority through a resolution of the corporation (Resolution must be attached)
  - Individuals acting under a Power of Attorney on behalf of the corporation. (Power of Attorney must be attached.)
4. Where the person sign is a property manager, the City of Grande Prairie will only accept the executed “Agent Representative Authorization Form” in the following circumstances:
  - Where the property manager has sworn an Affidavit stating that they have corporate signing authority for the owner of the property in relation to the property assessment. [Use Form B]
  - Where the property manager can provide a signed contract confirming that they have the authority to act on behalf of the owner of the property in relation to the property assessment. (Contract must be attached.)

**If an affidavit, corporate search or other supporting document is required to confirm authorization, you must provide this information before the City of Grande Prairie will take any action on the matter.**

AFFIDAVIT VERIFYING  
CORPORATE SIGNING AUTHORITY  
[FORM A]

CANADA ) I, \_\_\_\_\_  
PROVINCE OF \_\_\_\_\_ ) of the City of \_\_\_\_\_  
 ) in the Province of \_\_\_\_\_  
 ) MAKE OATH AND SAY:

1. I am a \_\_\_\_\_ (position or job) of \_\_\_\_\_  
(corporation), named in the attached instrument.
  
2. I am authorized by this corporation and have corporate signing authority to execute the attached instrument pursuant to (examples: resolution of the corporation, officer of the corporation, written contract, etc)  
\_\_\_\_\_

SWORN BEFORE ME at the City )  
of \_\_\_\_\_, in the Province )  
of \_\_\_\_\_, this \_\_\_\_\_ day of ) \_\_\_\_\_  
\_\_\_\_\_, 201\_\_\_. )  
 )

\_\_\_\_\_  
A commissioner for Oaths in  
and for the Province of \_\_\_\_\_

Commission Expiry: \_\_\_\_\_

