

Section 299 Request for Information 2019 Taxation Year

As per Bylaw C-1334

This form is required when an assessed person or authorized agent is seeking property information pursuant to Section 299 of Municipal Government Act. For multiple assessed persons, separate s.299 request forms must be completed.

Agents: Complete sections C and D. Sections A or B must be completed if you have not previously provided an Agent Representative Authorization Form for the current year. If you are not documented as authorized, no confidential information will be provided.

Property Managers: Complete sections B and D. A copy of the contract with the owner's confirmation and authorization and/or a sworn affidavit must also be submitted unless you have provided an Agent Representative Authorization Form for the current year. If you are not documented as authorized, no confidential information will be provided.

Owners: Complete sections A and D. No authorization is required as stated on sections 1 or 2 of the provisions of use.

Section A: Owner Information Property Owner Name:	<u> </u>						
Exact individual or Corporation name as registered at Land Titles							
Contact Name (If Owner is a Corporation):							
Mailing Address:							
Phone Number:							
Authorized Signature:	uthorized Signature: Title of Authorized Signatory:						
Section B: Authorized Property Ma	anager Information of the contract with the owner's confirmation and authorization and/or	provide a swern Affidavit					
		provide a sworn Amdavit					
Authorized Corporation Name:	Representative Name:						
	Phone Number: Email or Fax:						
Authorized Signature:							
Section C: Agent/Representative I	nformation						
Authorized Corporation Name:	Representative Name:						
Phone Number: Email or Fax:							
Authorized Signature:							
Cartina B. Lafarrantina Baranata I							
Section D: Information Requested Upon receiving the fully completed forms the City of Grande Prairie must provide the information for the first five accounts in compliance with the regulations within fifteen days. You will be billed according to Bylaw C-1334 after the request has been processed. The timelines for providing this information will not commence until you have approved a preliminary invoice indicating the anticipated costs for providing the information. Due to recent a recent decision from the Court of Appeal the City of Grande Prairie will not process partial requests under S.299. If you are requesting more than 5 accounts you are required to fill out another complete request.							
Account Property Address or I Number	Legal Description (Only in Grande Prairie Alberta)	Internal Use					
		<u> </u>					
		<u> </u>					
Preferred Delivery Method:							
Preferred Delivery Method: Ele (If left blank a paper copy will be generated)	ectronic (email or fax) — Paper Copy (N Photocopy fees apply	rali or Pick up)					
Cond							

Send completed form and any other required documents identified on page 2 to:

Mail:Assessment and TaxationFax:(780)-814—7349P.O. Bag 4000, 10205-98 StreetEmail:assessor@cityofgp.com

Grande Prairie, AB T8V 6V

The information received will be protected in accordance with the privacy provisions of the Municipal Government Act, R.S.A 2000, c.M-26, and the Freedom of Information and Protection of Privacy Act, R.S.A. 2000, c.F-25

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) 1,			_	
PROVING	CE OF) 0	f the City of_		_	
) ir	n the Province	of	_	
) N	MAKE OATH AI	ND SAY:		
				<u> </u>		
(corporation), named	in the attached inst	rument.			
		-	-		execute the attached in: ion, written contract, e	
SWORN	BEFORE ME at the Cit	у)			
of		, in the Provinc	e)			
	, tł					
	, 201)			
)			
			,			
A commi	issioner for Oaths in	_				
	he Province of					
Commiss	sion Expiry:					

AFFIDAVIT VERIFYING CORPORATE SIGNING AUTHORITY [FORM B]

CANADA)	l,			
PROVINCE (DF	.)	of the	City of		
)	in the	Province	of	
)	MAKE	OATH AN	ID SAY:	
	n a					
(COI	rporation), named in	the attached	instrume	ent.		
2. I an	n the property mana	ger for				(name of owner of property) and I
	nage the property (ie					
			-	_	-	elation to the property assessment for
the	property (ies) listed	on attached S	chedule	of Proper	ties.	
SWORN BEI	FORE ME at the City)		
		. in the Pro	vince)		
	, this)		
	, 201		,)		
				,		
)		
A commissi	oner for Oaths in					
and for the	Province of					
Commission	n Expiry:					