

The purpose of this form is for an assessed person or their authorized agent, to request under Section 299 of Municipal Government Act, information about how the assessor prepared the assessment of the assessed person's property.

Section 300 of the Municipal Government Act allows an assessed person or their authorized agent, to request summary assessment information about any assessed property in the municipality.

Summary information for properties in Strathcona County can be found on the County's website at [www.strathcona.ca](http://www.strathcona.ca).

Please contact our office at 780-464-8196 for assistance in completing this form.

**Section A: Assessment Information**

Property Roll Number: \_\_\_\_\_

Property Address: \_\_\_\_\_

Legal Description: \_\_\_\_\_

Name of Assessed Person/Company:  
\_\_\_\_\_The requester is:      Assessed Person  Complete Section BAgent  Complete Section C**Section B: Assessed Person Information**

Contact Name: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Email/fax: \_\_\_\_\_

**Section C: Agent/Representative Information**

Authorized Corporation Name: \_\_\_\_\_

Representative Name: \_\_\_\_\_

Authorized Signature: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

**Section D: Preferred Method of Delivery (provide details as required)**

Email: \_\_\_\_\_

Mail: \_\_\_\_\_

Pick-up: \_\_\_\_\_

**Section E: Assessment Information Requested**

Do you require a summary of assessment for the property described in Section A? This includes description of the parcel, any improvements, valuation approach, key factors in valuation, components of assessment and variables of the valuation process.

Yes \_\_\_\_\_ No \_\_\_\_\_

Do you require a summary of comparable assessed properties in the municipality?

If so, please list the address or roll numbers for the properties you wish to compare (maximum of 5):

- 1. \_\_\_\_\_
- 2. \_\_\_\_\_
- 3. \_\_\_\_\_
- 4. \_\_\_\_\_
- 5. \_\_\_\_\_

**Section F: Certification**

I understand I am requesting property information pertaining to the property assessment roll number(s) identified in Section A for the 2020 Assessment Roll only.

If completing Section C of this form, I will only receive information from the Assessment and Tax Department after the assessed person has granted authorization through the authorization of agency process.

Signature of the Assessed Person/Agent:

Date (yyyy-mm-dd):

\_\_\_\_\_

\_\_\_\_\_

Printed Name of Signatory and Title:

\_\_\_\_\_

**Collection and use of Personal Information**

Personal information is collected under the authority of section 33(c) of the *Freedom of Information and Protection of Privacy Act* and will be used to manage and administer Strathcona County's assessment information requests. If you have questions regarding the collection, use or disclosure of this information contact the Director, Assessment and Tax at 780-464-8196 or [www.strathcona.ca/assessmentandtax](http://www.strathcona.ca/assessmentandtax).