



## Request for assessment information Comparable property 300 request form

Assessment Services | 1101 5 Street, Nisku, AB T9E 2X3 | ph: 780-955-6412 | fax: 780-979-0629 | assessment@leduc-county.com

The purpose of this form is for an assessed person, or their authorized agent, to request under section 300 of the *Municipal Government Act*, "to let the assessed person see or receive a summary of the assessment of any assessed property in the municipality" that may not be available on Leduc County's website.

This form must be completed in full and submitted with payment of \$25 per requested roll for residential and farmland properties and \$50 per requested roll for non-residential properties. Upon receipt of the completed form and the appropriate payment, Assessment Services will compile and send the requested information within 15 days. Illegible, inaccurate, or incomplete forms will be rejected. For assistance, please contact us using the information listed above.

### Part A: Name, contact and property information of requestor *(please print)*

Is the requestor the:  property owner or  agent *(if agent, please complete Part B)*

Information for the assessed person on the Assessment Notice:

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

Contact name (if different from above): \_\_\_\_\_

Property roll number: \_\_\_\_\_

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

Contact phone: \_\_\_\_\_

### Part B: Agent information *(if applicable, please complete and submit Agent Authorization form)*

Agent name: \_\_\_\_\_

Agent contact name: \_\_\_\_\_

Agent contact phone: \_\_\_\_\_

### Part C: Preferred method of receipt *(please select a method and provide required information)*

Email \_\_\_\_\_

Mail *(address if different from Part A)* \_\_\_\_\_

### Part D: Information requested *(multiple rolls to a maximum of five may be requested; fees are applied per roll)*

Roll number and/or civic address of requested comparable property:

Roll number	Civic address

### Part E: Acknowledgement and certification

By signing below, I acknowledge and certify that:

- I understand that, if I complete Part B of this form, I will only receive information from Assessment Services after a 2019 Letter of Authorization has been submitted to Assessment Services.
- I understand that I am requesting property assessment information pertaining to the property assessment roll number identified in Part D for the 2018 assessment (2019 tax) year only.
- I understand that a fee of \$25 per roll request for residential and farmland properties and \$50 per roll request for non-residential properties is due and payable upon submission of this form and has been included with this request.

Signature of assessed person or agent: \_\_\_\_\_

Printed name and title of signatory: \_\_\_\_\_

Date: \_\_\_\_\_

#### **When complete, return this form to Leduc County via:**

**Email:** assessment@leduc-county.com

**Fax:** 780-979-0629

**Mail or in person:** Attention: Assessment Services, 101-1101 5 Street, Nisku, AB T9E 2X3

#### **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 Leduc County's property assessment, tax and utility accounts. If you have any questions regarding collection or use of this information, please contact Leduc County at 780-955-3555.