



**Request for Assessment Information
Comparable Property 300 Request Form**

Important Information:

- The purpose of this form is for an assessed person, or their authorized agent, to request information from the municipality, under section 300 of the Municipal Government Act, "to let that assessed person see or receive a summary of the most recent assessment of any assessed property in the municipality of which the assessed person is not the owner."
- This form must be completed in full and submitted with payment of \$100.00 per requested roll. Upon receipt of the completed form and the appropriate payment, the Town of Penhold will compile and send the requested information within 15 days. Illegible, inaccurate, or incomplete forms will be rejected. Please contact the Town of Penhold financial department at 403-886-4567 if you require assistance.

Part A Property Assessment account for which information is requested (please print)

1. Is the requestor the ____ Property Owner or ____ Agent (If Agent, please complete Part B)
2. Name of the Assessed Person on the Assessment Notice:

Name: _____
Contact Name: _____
Property Roll #: _____
Address: _____
Contact Phone: _____

Part B Agent Information (if applicable, please complete and submit the 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 5 may be requested below, fees are applied per roll requested)

Roll # 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 the Town of Penhold after a 2023 Letter of Authorization has been submitted to the Town.
- I understand that I am requesting property assessment information pertaining to the property assessment roll number identified in Part A for the 2022 assessment (2023 tax) year only.
- I understand that a fee of \$100.00 per roll request is due and payable upon submission of this form and has been included with this request.

Signature of Assessed Person/Agent: _____

Printed name of Signatory Person and Title: _____

Date: _____