



**Request for Assessment Information
Assessed Person's Property 299 Request From**

Important Information:

- The purpose of this form is for an assessed person, or their authorized agent, to request information from the municipality, under section 299 of the Municipal Government Act, "information showing how the municipal assessor prepared the assessment of that person's property" that may not be available on the Town of Penhold's website at www.townofpenhold.ca
- This form must be completed in full and submitted with a 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 the required information)

Email: _____

Mail (address if different from Part A): _____

Part D 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: _____