



Request for Assessment Information  
Assessed Person's Property 299 Request Form

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

This form must be completed in full. There is no fee for this service. Upon receipt of the completed form, the Assessor will compile and send the requested information within 15 days. Illegible, inaccurate or incomplete forms will be rejected.

**Part A: Property assessment account for which information is requested (please print)**

Is the requestor the:  Property Owner  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 of Property: \_\_\_\_\_

Mailing Address & Phone Number: \_\_\_\_\_

Owner Email Address: \_\_\_\_\_

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

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

Agent Contact Name & Phone Number: \_\_\_\_\_

Agent Email Address: \_\_\_\_\_

**Part C: Preferred Method of Communication**

Email  Mail  Phone Call

**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 once a Letter of Authorization has been submitted to the Village of Kitscoty.
- I understand that I am requesting property assessment information pertaining to the property assessment roll number identified in Part A for the current tax year (previous year assessment).

Signature of Assessed Person or Agent: \_\_\_\_\_

Printed Name & Title of Signatory: \_\_\_\_\_

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

When complete, return this form to the Village of Kitscoty via:

Email: [info@vokitscoty.ca](mailto:info@vokitscoty.ca)

Fax: 780-846-2213

Mail or in person: Village of Kitscoty, Box 128, 5011 - 50 Street, Kitscoty, AB T0B 2P0