



Assessment Information Request Form – 2025 Tax Year – MGA Section 299

Important Information:

The purpose of this form is for an assessed person, or their authorized agent, to request under section 299 of the Municipal Government Act (MGA), information about how their property has been assessed in respect of the 2023 Assessment Roll Year (2024 Taxation Year).

This form is to be completed in full and submitted with a minimum payment of \$65.00/hr per requested roll. Upon receipt the City of St. Albert will compile and send the requested information within 15 days.

Please contact the City of St. Albert Assessment Department at 780-459-1603 for further details/assistance.

Section A	Information about whom is making the information request.
-----------	---

- | | | |
|--------------------------|-----------------------|--|
| 1. Is the requestor the: | Property Owner or, | <i>Agent (if agent, please complete Section C)</i> |
| 2. Requestor Name: | | |
| | 3. Requestor Phone: | |
| 4. Requestor Address: | | |
| | 5.. Requestor E-mail: | |

Section B	Information about the Property
------------------	---------------------------------------

6. Assessment Roll Number(s):
7. Property Address(es):

Section C	Agent Information
------------------	--------------------------

- | | |
|--|---------------------|
| 8. Agent Name: | 9. Company: |
| 10. Agent Phone Number: | 11. Agent email: |
| 12. Letter of Authorization submitted? | 13. Date Submitted: |

Section D	Preferred Method of Receipt of Information <i>(check one)</i>
------------------	--

E-Mail	Mail	Pick-Up in person
--------	------	-------------------

Section E	Acknowledgement & Certification
------------------	--

By signing the below, I acknowledge that and certify that:

- i. I understand that if I complete Section C of this form, I will only receive information from the Assessment Department only after a valid 2025 *Letter of Authorization* has been submitted & verified by Assessment Department staff.
- ii. I understand that for the purposes of MGA section 299, this request for information is valid only for the property identified in Section B of this form, and applies only to information used in the preparation of the 2024 Roll Year assessment (2025 Taxation Year).
- iii. I understand that for the purposes of MGA section 299, that an assessed person is entitled to see or receive information prescribed by the regulations to show how the assessor prepared the assessment.

Signature of Assessed Person or Authorized Agent

Date: