

Authorization to Receive Confidential Property Information

This form is to be completed and signed by the property owner (or authorized signatory in the case of corporate owners) before BC Assessment may release confidential property information to a person who is acting on the property owner's behalf. This form is not required for residential properties that accommodate fewer than three families (in such cases, the owner simply has to provide written authority to release confidential information). For additional information on this form, please refer to the Authorization to Receive Confidential Information page or contact our office.

When complete, please return this form to:

Administrative Services, BC Assessment
 connect@bcassessment.ca | T 1-866-valueBC (825-8322)
 200 - 2925 Virtual Way | Vancouver, BC V5B 4X5 | bcassessment.ca

Standard processing time for this form is 5-10 business days. If a valid agent email is provided, we will confirm processing once complete.

A. General Property Information

Please list all properties for which you are requesting confidential information. For each property, provide both the assessment roll number and a description of the property (either the property's civic address or the legal description, if no civic address exists for that property).

Assessment area	Jurisdiction	Roll number (unformatted)	Property civic address or legal description

If this request pertains to more than three (3) properties, attach a completed and signed Schedule of Properties. In addition to the signed copy, also submit in the original MS Excel format to facilitate prompt processing.

Schedule of Properties attached: <input type="checkbox"/>	# of pages of Schedule:	
---	-------------------------	--

B. Agent Information

Agent name:		Company:			
Mailing address:					
City:		Province:		Postal code:	
Phone:					
Email Address:					

C. Owner/Authorized Signatory (if Corporate Owner) Information

Owner name: (must match legal title)					
Name of authorized signatory: (if corporate owner)					
Mailing address:					
City:		Province:		Postal code:	
Phone:					
Email Address:					

D. Proof of Valid Corporate Signatory

Prior to processing the Authorization Form, we must have confirmation that the Authorized Signatory has the authority to sign the document on behalf of the corporate owner.

Consequently, if the property is under corporate ownership, attached to this form (by hard copy or electronically) must be confirmation provided by the corporation that the individual signing in Section C: "Owner/Authorized Signatory (If Corporate Owner) Information" is an authorized signatory. The confirmation may be a memo on corporate letterhead or an email originating from the corporation's email domain which states the agent's name and which is signed by the property owner, director, or individual authorized to approve the agent's appointment.

E. Owner's Authorization

I, _____ (as the owner or authorized signatory), authorize disclosure to my agent of the following confidential information about my property(ies) listed in Section A (and in the attached Schedule of Properties, if applicable):

- ☐ Records detailing the physical inventory of the property.
- ☐ Details of the method of valuation of the property. This may include costing information, details of income, expenses, vacancy rate or capitalization rate.
- ☐ Income and expense statements for the property that have been returned to BC Assessment.
- ☐ Other (*describe*): _____

For the following assessment roll year(s)*: _____

* An assessment roll is completed annually on December 31 for the following year. An assessment roll year is the *next* calendar year following the date the assessment roll is completed. Example: The assessment roll published on December 31, 2023 would be for the 2024 assessment roll year. You may also specify a range of assessment roll years (e.g. 2024-2027).

- ☐ I understand that this authorization:
 - a. is limited to the criteria detailed on this form [i.e. types of information to be released and the property(ies) and assessment roll year(s) listed];
 - b. is valid until revoked in writing; and
 - c. does not constitute a Notice of Complaint (Appeal) to the Property Assessment Review Panel (PARP) under s.33 of the *Assessment Act* or to the Property Assessment Appeal Board (PAAB) under s.50 of that *Act*.

Signature: (of owner or authorized signatory)		Date: (mm/dd/yyyy)	
---	--	------------------------------	--

The personal information requested on this form is collected under section 15(2), 16(2), 17(1), 17(2), and/or 24(10) of the *Assessment Act* and under section 26 of the *Freedom of Information and Protection of Privacy Act (FIPPA)* for the purposes set out in the *Assessment Act* and Regulations, the *Assessment Authority Act*, and related purposes. If you have questions about the collection, use or disclosure of your personal information, please contact BC Assessment's Privacy Officer & Manager, Information Access, by email (access.privacy@bcassessment.ca) or telephone (1-866-825-8322).