BOARD
OF REVISION

Agent Authorization Form

Pursuant to s. 197 of *The Cities Act* (the Act), a Notice of Appeal must (a.11) "include the agent authorization if the appellant has named an agent." Where agent authorization is not completed and signed by the appellant and agent on the prescribed Notice of Appeal form, a separate Agent Authorization form must be submitted to the Secretary of the Board of Revision at the time of filing the Notice of Appeal and be signed by any appellant(s) authorizing an agent to act on the appellant's behalf in a property assessment appeal before the Board of Revision. Completing this Agent Authorization form allows the party(ies) named below to represent your interest in a specific appeal of the assessment of a property in the assessment appeal process. The appellant signing to authorize an agent to appeal an assessment of a property must be an authorized signatory of the property owner and identifiable as such in the corporate registry database of Information Services Corporation Saskatchewan (ISC). By signing this form you also declare that you as the appellant are authorized to sign on behalf of the property owner, appoint an agent to act in the appeal of the assessment of the property, and to request and/or negotiate changes to the assessment and valuation of the property for which you have filed an appeal.

Agents authorized to act on behalf of an appellant are bound by the provisions of s. 201 of the Act including any declaration of confidentiality, and must comply with the terms of the undertaking and permitted use of any confidential information for which an undertaking has been issued. Requests for disclosure of confidential information by an Agent or any other party to an appeal, who is not the property owner or original owner of the information, must be requested through the Assessor. The Secretary of the Board cannot provide confidential information to any party to an appeal or that party's agents outside the process described in s. 201 of the Act. **This authorization form is only applicable for the 2027 assessment notice with which it is submitted, and a new authorization form must be completed and submitted for an appeal of any subsequent assessment in 2027 and beyond.** If you have questions about the collection and use of this information, please contact the Board Assistant at 306-777-7262.

Section A: Owner/Appellant *(please specify)* *Owner* *Tenant* *Other:* _____

I, (name) _____authorize the Agent named in Section C to represent myself (the Appellant), in the property tax appeal I will file/have filed for the following civic property address: _____. I understand and agree that this information cannot be used for any other purpose or agency beyond the Regina Board of Revision. I also understand that this does not constitute a notice of appeal, and that by appointing an Agent, I am giving my consent for the Agent to file an appeal on my behalf and/or represent my interests in my appeal for the 2027 tax year only.

Name of Appellant:_____

If company, name and position of authorized signatory: _____

Appellant's Mailing Address: _____

Phone Number: _____ Fax Number:_____ Email: _____

Property Account Number: _____

Property Address ** _____Unit # _____

Section B: Property Owner *(Please Print)*

REQUIRED SECTION IF DIFFERENT FROM SECTION A

Name of Owner: _____

Owner's Mailing Address:_____

Phone Number: _____ Fax Number: _____ Email:_____

Section C: Authorized Agent Information *(Please Print)*

Company Name: _____

Agent/Representative Name: _____

Mailing Address:_____

Phone Number: _____ Fax Number:_____E-mail: _____

_____ _____

Signature of Authorized Signatory Named in Section B **Date**

Return completed form to: **Mail:** Secretary of the Board
15th Floor
Queen Elizabeth II Court
2476 Victoria Avenue
P.O. Box 1790
Regina, Saskatchewan S4P 3C8

Email:boardofrevision@regina.ca

NOTE: ***This Agent/Representative Authorization Form is subject to verification. If returned by fax or electronically, the Secretary of the Board reserves the right to request the signed original.***

***** If this authorization is for more than one property, attach a completed, signed Schedule of Additional Properties (see page 3).***

Schedule of Additional Properties

The Schedule of Additional Properties form is to be used in conjunction with the Agent Authorization form when property tax appeals are being filed on more than one property in which the Appellant holds an interest. This form must be signed by the Appellant/Authorized Signatory before an Agent may act for the Appellant during the appeal process.

Section A: Authorization for Additional Properties

Property Account Number (8 digits): _ _ _ _ _ _ _ Owner Name: _____ Property Address: _____	Property Account Number (8 digits):_ _ _ _ _ _ _ Owner Name: _____ Property Address: _____
Property Account Number (8 digits): _ _ _ _ _ _ _ Owner Name: _____ Property Address: _____	Property Account Number (8 digits): _ _ _ _ _ _ _ Owner Name: _____ Property Address: _____
Property Account Number (8 digits): _ _ _ _ _ _ _ Owner Name: _____ Property Address: _____	Property Account Number (8 digits): _ _ _ _ _ _ _ Owner Name: _____ Property Address: _____
Property Account Number (8 digits): _ _ _ _ _ _ _ Owner Name: _____ Property Address: _____	Property Account Number (8 digits): _ _ _ _ _ _ _ Owner Name: _____ Property Address: _____
Property Account Number (8 digits): _ _ _ _ _ _ _ Owner Name: _____ Property Address: _____	Property Account Number (8 digits): _ _ _ _ _ _ _ Owner Name: _____ Property Address: _____
Property Account Number (8 digits): _ _ _ _ _ _ _ Owner Name: _____ Property Address: _____	Property Account Number (8 digits): _ _ _ _ _ _ _ Owner Name: _____ Property Address: _____

_____ _____

Signature of Appellant or Authorized Signatory **Date**