

January 31, 2018

Attention: Linear Property Owner/Operator

Re: Annual Letter of Authorization for Linear Property Assessment Representation

Please be advised an acceptable **annual** Letter of Authorization (LOA) will be required for owners/operators who wish to be represented by someone outside of your organization in matters of linear property assessment.

The Assessment Services Branch (ASB) wishes to assist companies in maintaining the confidentiality of your information and our best practice requires us to annually request an authorization letter naming the property assessment representative. Once the department receives an acceptable LOA, ASB staff will release the linear property information and discuss any matter dealing with your linear inventory with your named representative. **Note: you or your employees do not need a LOA to discuss or request your own information.**

A LOA requires renewal on an annual basis and when a company amalgamates or changes name; an acceptable LOA must include the following information:

- The registered company name of the linear property owner/operator;
- The name of the representative company and/or agent who has been given authority to act on behalf of the company;
- The tax year to which the authorization is applicable, for example the 2018 tax year (the LOA requires renewal on an annual basis);
- A clear description of the responsibilities the representative is authorized to perform on behalf of the company as well as any conditions or restrictions therein;
- The name, title, signature and phone number of the company officer or executive who authorizes a representative to act on behalf of the company and who may be contacted should the ASB require any clarification;
- The acknowledgement that such authorization does not absolve the company from its responsibilities and obligations under the legislation and regulations, and
- The date when the LOA is signed (in the current tax year).

The LOA needs to be provided to the ASB on appropriate company letterhead and in its original form. A scanned copy of the original document is acceptable.

For your convenience, a sample LOA is included in this package or can be downloaded from our website¹. In addition, the LOA template will be available in all packages

¹ A sample LOA template can be obtained at the website www.municipalaffairs.alberta.ca, then by selecting Municipalities & Communities/Property Assessment and Taxation, and scrolling down to Linear Property Assessment.

containing linear property assessment notices. To further assist you, a section called Frequently Asked Questions (FAQ) is available at the website¹.

If you require any further clarification, please contact Gail Reykdal at 780-422-8302 or Maureen Maddock at 780-644-7824 or by email at ma.alpasmail@gov.ab.ca. Government of Alberta telephone numbers can be reached toll free from anywhere in Alberta by first calling 310-0000 and, after the prompt, entering the 10-digit telephone number.

Yours truly,

Original signed by Steve White

Steve White
Provincial Assessor
Assessment Services Branch

Enclosure

¹ You can access Frequently Asked Questions (FAQ) at the website www.municipalaffairs.alberta.ca, then by selecting Municipalities & Communities/Property Assessment and Taxation, and scrolling down to Linear Property Assessment.