

This form is required when a person other than the owner ("Agent") is seeking confidential property information. It must be completed for all classes of property described in the Prescribed Classes of Property Regulation (BC Reg 438/81) except property classified as Class 1 (residential) that has accommodation for less than three families.

*** Please Note Change in Return Address ***

This form must be completed, signed, and provided to BC Assessment before BC Assessment (BCA) can release confidential information as described in this request to the authorized person. You can provide the form in the following ways:

- o by fax to (250)595-7623;
- o by email to ckt@bcassessment.ca; or,
- o by mail to Attn: HO – CKT, BC Assessment, 1537 Hillside Avenue, Victoria, BC V8T 4Y2

Please note that it will usually take approximately 8 -10 business days to process this form so that the information can be disclosed to the authorized person.

A. General Property Information (Please Print)

Please list all properties for which you are requesting information. You must provide individual descriptions as requested in the Table below for BCA to determine precisely which properties the authorization pertains to, and to process this request. If you require more room, continue on to the "Schedule of Properties" (Pg. 3) or attach a list to this form. Note that any such additional listing must also be signed at the bottom of each page by the owner (or authorized signatory for a corporate owner) before BCA can release confidential information relating to those additional properties.

Assessment Area	Property Address	Roll Number	Legal Description (if no civic address)

B. Agent Information

Agent's Name _____ Agent's Address _____

Agent's Day-Time Telephone: _____ Agent's Fax Number: _____

Agent's email address (optional) _____

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

Name of owner: _____ Owner's mailing address _____

Owner's Day-Time Telephone Number: _____

Name of authorized signatory (if applicable): _____ Position _____

Authorized Signatory's Day-Time Contact Number (if applicable): _____

D. Owner's Authorization (Please Print)

I, _____, authorize disclosure, to my agent, of the following confidential information about my
(owner or authorized signatory)

property described in items 3, 4, and 5 (and in the attached schedule and/or list, if applicable) for the assessment year(s)* of _____. [*An assessment roll is completed December 31st annually. An 'assessment year' is the calendar year following the date the roll is completed. e.g. If December 31/07 is the date the 2008 roll is completed, 2008 would be the "assessment year". You may specify multiple assessment years, e.g. 2008 - 2011.]

I authorize release of the following information for the years indicated above unless I revoke this authority in writing.

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

I understand that it is a misuse of the information if it is used to:

- a. obtain name, addresses or telephone numbers for solicitation purposes;**
- b. harass an individual;**
- c. for other uses or purposes specified by regulation.**

Neither BC Assessment nor its staff will be held responsible for the results of such misuse of this information.

I also understand that this does not constitute a letter of appeal to the Property Assessment Review Panel under s.32 of the *Assessment Act* or to the Property Assessment Appeal Board under s.50 of that *Act*.

Signature of Owner or Authorized Signatory

Date (Year/Month/Day)

The information requested on this form is collected under the authority of both the *Assessment Act* (RSBC 1996, c. 20) section 16(4) and section 26 of the *Freedom of Information and Protection of Privacy Act* (RSBC 1996, c. 165). Questions about the collection or use of this information can be directed to the Policy Analyst (Information and Privacy), Legal Services and Government Relations, BC Assessment, 1537 Hillside Avenue, Victoria BC V8T 4Y2. Telephone: Victoria at 250 595-6211 (local 282) or toll-free through Enquiry BC at 1 800 663-7867 and ask to be re-directed to BC Assessment.

