Representative Authorization Form

Municipal Assessment Agency Inc.

If you want another person to act as your representative for property assessment matters with the Municipal Assessment Agency (MAA), we need to get your permission (authorization) to deal with that person. To give your permission, please fill out and submit this form. Filling out this form means you are giving MAA permission to provide your property information to your representative.

For more information on who would make a good representative, please see section C on page 2.

Section A: Registered Owner and Property Information

Parcel ID (the 6 or 9-digit number found on your Property Assessment Notice):

Property Owner (Individual or Company Name):

If the property is registered in a company name, provide the position of the person who has the authority to sign for the company:

Property Address: Apt/Unit:

City: Postal Code:

Owner/Company Mailing Address:

Section B: Your Relationship to the Property

I am ☐ Owner ☐ Employee of Owner ☐ Authorized Property Manager[1] ☐ Tenant[2]

I, , authorize the release of my information to the person (my representative) whose name is in Section C. I understand that this form is not a letter of appeal under the *Assessment Act, 2006*.

Phone Number: Email:

[1] Duties include the management and supervision of property taxation, assessment, administration and appeals.

[2] Tenants are entitled to receive only information about their specific unit/dwelling.

Section C: Information About the Person Who Will Represent Me

Company Name (If Applicable): Representative Name:

Mailing Address:

Phone Number: Fax Number:

Email:

Authorizing Someone to Be Your Representative: What You Need to Know

Who would make a good representative?

- Someone above the age of 18
- Adult son/daughter
- A close relative
- Consultant/Agent

Once I give my permission for someone to represent me, how long is it for?

Your representative will have permission to represent you until you notify us otherwise. To remove permission, you can email us or provide a statement in writing by mail.

Section D: Representation of Multiple Properties

If you are authorizing your representative to act on your behalf for more than one property, please complete the attached Schedule of Additional Properties form. For 50 or more properties, you must include a list of them with your completed Representative Authorization Form, in an electronic file (excel spreadsheet) that has information on the properties that you own, lease or manage. Please make sure you include the following categories of information in the electronic file: Parcel ID number, property address, owner/tenant/property management company's name, property affiliation (owned, tenanted or managed) and agency name. MAA may contact you to confirm that the information on this form is complete and accurate. MAA may also ask to see the signed original form.

Signature of Owner or Authorized Signatory Name in Section A

The Municipal Assessment Agency, under the authorization of *The Assessment Act, 2006*, collects private information for the purpose of property valuation and assessment purposes. This information is protected under the Access to Information and Protection of Privacy (ATIPP) Act.

If the owner is unable to complete this form, please provide legal documentation authorizing someone to sign on their behalf.

Please send completed and signed form to MAA in one of the following ways:



Mail: 75 O'Leary Avenue, St. John's, NL A1B 2C9



Email: info@maa.ca

Schedule of Additional (up to 49) Properties

Please use this form when someone is representing you on more than one property (2 to 49 properties). For 50 or more, please see Section D of the Representative Authorization Form for the information that you must provide. Please note, you must send the information on 50 or more properties to MAA as an attachment to an email to MAA or on a flash drive. The owner, tenant or manager of the properties must fill out and sign this form before MAA can release property information to your representative.

Parcel ID Number:	Parcel ID Number:
Owner Name:	Owner Name:
Property Address:	Property Address:
Parcel ID Number:	Parcel ID Number:
Owner Name:	Owner Name:
Property Address:	Property Address:
Parcel ID Number:	Parcel ID Number:
Owner Name:	Owner Name:
Property Address:	Property Address:
Parcel ID Number:	Parcel ID Number:
Owner Name:	Owner Name:
Property Address:	Property Address:
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