



## Representative Authorization Form – Property Taxes

### Form Instructions:

- This form is to be completed when a property owner wishes to have an authorized representative collect property tax information on their behalf.
- This form must be completed in full and authorized by the owners.
- A copy of current photo ID must accompany this application.
- To avoid any delay in processing, please ensure all requested information is provided in full.
- If an authorized representative requires a statement, a fee will apply and will be the responsibility of the owner if not paid at time of purchase

### Property Information:

Property Owner Name(s): \_\_\_\_\_

Roll Number(s): \_\_\_\_\_

Civic Address(es): \_\_\_\_\_

Email Address: \_\_\_\_\_ Phone Number: \_\_\_\_\_

### Property Tax Information to be Released (check all that apply):

- |  |  |
|--|--|
| <input type="checkbox"/> Tax account details             | <input type="checkbox"/> Payment plans   |
| <input type="checkbox"/> Tax/vacancy rebate applications | <input type="checkbox"/> Tax statement   |
| <input type="checkbox"/> Assessment appeals              | <input type="checkbox"/> All Information |
| <input type="checkbox"/> Other (specify): _____          |  |

### Authorized Recipient:

Recipient name: \_\_\_\_\_

Relationship to owner (please select):

- Relative
- Solicitor
- Other (specify): \_\_\_\_\_



Authorization:

Authorization expiry date: \_\_\_\_\_

Authorization form completed by (first and last name): \_\_\_\_\_

Owner's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

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Submission Information:

Please ensure you have filled out the form completely and attach any supporting documentation. If emailing, please scan form and all supporting documents and sign.

Email: [taxdepartment@haltonhills.ca](mailto:taxdepartment@haltonhills.ca)

Fax: 905-873-2347

In Person: Drop box outside of main doors at 1 Halton Hills Drive

By Mail: 1 Halton Hills Drive, Halton Hills, ON, L7G 5G2

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To be filled out by Town of Halton Hills Staff

Photo ID with signature has been verified by Town Staff.

*The personal information on this form is collected under the authority of the Municipal Act, 2001. The information is used for the purpose of processing your request to authorize the release of information to your authorized representative. If you have questions regarding the collection of this information, please contact the Tax Department at 905-873-2600 x 2622.*

**Print Form**

**Clear Form**