

Requested by: (Print Name) _____

Signed by: _____

Company Name & Corp. Position: _____

Date of Request: _____

**Response times may vary depending on the size
of the request and level of customization.**

Requested Delivery Method (Check One)

Email Prepaid Courier Fax (<6 pages) Mail

Fax Number: _____

Office Phone Number: _____

Cell Phone Number: _____

Property Roll Number: _____

Property Address: _____

(If more than one property, attach a list containing the above information.)

I have an interest in the property as a (check as applicable)

Property owner

Property manager

Tenant occupying the property under a lease agreement

Tax Agent* acting for the: Owner

Tenant

Other, Explain: _____

**An authorization form from the owner or tenant is required if
requesting confidential information*

Describe Information Requested*

(Please ensure that requests are clearly stated)

Check

1. Property Attributes Card (Physical Characteristics)

2. Building Sketch (If Available)

3. Field Sheet (Valuation Method)

4. Other _____

**Assessment & Valuation reserves the right to deny access to information deemed confidential or irrelevant to the subject property's assessment. A \$10 charge will be applied for each requested document. Custom report preparation is subject to a rate of \$150/hour.*

How does the information requested relate to the property assessment?

Office Use Only

Sent by (Print Name): _____ Via _____

Date Sent: _____

Authorized by (Manager): _____

Send completed form to

Mail: Assessment & Valuation
222 3rd Ave N
Saskatoon SK S7K 0J5

Fax (306) 975-2891

Email assessmentsubmit@saskatoon.ca