

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)

1. Property Attributes Card (Physical Characteristics)
2. Building Sketch (If Available)
3. Field Sheet (Valuation Method)
4. Other _____

Check
☐
☐
☐

**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