

# How to fill out the Assessment Complaints Agent Authorization Form (ACAA):

Start by filling in the tax year.

## Section 1 – Assessed person/Taxpayer Information

This section identifies the taxpayer or the assessed person. If it is a company enter the complete legal name of the corporation.

## Section 2 – Municipal and Property information

(For designated industrial property, go directly to section 3.)

Enter the following information about your property from the Assessment Notice:

- a) municipality name,
- b) assessment roll or tax roll number,
- c) municipal address, and
- d) legal land description.

Enter the property type. For example:

- a. Residential property with 3 or less dwelling units (includes residential condos);
- b. Residential property with 4 or more dwelling units;
- c. Farm land;
- d. Non-residential property (includes commercial properties); or
- e. Machinery and equipment

For a residence that is located on a farm, select “Residential property with 3 or less dwelling units” and “Farm land”.

## Section 3 – Agent Information

This is where you identify the Agent. An Agent is a person or company who is hired for a fee to act for the assessed person or taxpayer during the assessment complaint process or at the hearing. Fill in:

- a) the Agent’s name (full company name if a corporation);
- b) the contact’s name and position held (if applicable);
- c) mailing address; and
- d) contact information.

## Section 4 – Acknowledgement and Certification

In this section the assessed person or taxpayer acknowledges and certifies appointment of the Agent by signing, printing their name and dating the document.

**Note: Complaints that are filed by an Agent without a signed ACAA are invalid** (s. 55 of *Matters Relating to Assessment Complaints Regulation, 2018* (MRAC), AR201/2017).