Letter of Authorization for Property Tax & Assessment

SECTION 1 - TAXPAYER AND PROPERTY IDENTIFICATION	
Tax Roll Number	**3 7 3 9 - ___ ___ ___ - ___ ___ ___ - ___ ___ ___ ___ ___ - 0 0 0 0**
Tax Account Number	
Municipal Address	
Mailing Address (if different from above)	
Assessed Owner(s)	

SECTION 2 - REASON FOR AUTHORIZATION	
Select One (1) Box Only	
☐	I request that the Authorized Representative receive Tax and Assessment related information on the property above.
☐	I request that the Authorized Representative receive Tax and Assessment related information and act on my (our) behalf in regards to all matters relating to Tax and Assessment for the property above and that the Authorized Representative act as an agent to make decisions on my (our) behalf which are binding to me (us).

SECTION 3 - PERIOD OF AUTHORIZATION	
Select One (1) Box Only	
☐	Authorization is effective from: (mm/dd/yy) _____ to (mm/dd/yy) _____
☐	Authorization is valid until further written notice from the property owner or the property is sold

SECTION 4 - AUTHORIZED REPRESENTIVE INFORMATION			
Name of Authorized Representive			
Email Address		Phone	
Select Relationship to Owner:			
☐	Director (for Corporate-Owned Properties)		
☐	Management Company		
☐	Tax Agent / Paralegal		
☐	Family Member (Specify) - _____		
☐	Other (Specify) - _____		

SECTION 5 - CERTIFICATION – Property Owner or Director (for Corporate-Owned Properties)			
Name		Name	
Title		Title	
Email		Email	
Phone		Phone	
Signature		Signature	
Date		Date	

For Corporate-Owned properties, submit:
- Articles of Incorporation or Corporation Profile Report

NOTICE WITH RESPECT TO PERSONAL INFORMATION

The personal information on this form is being collected under the authority of the Municipal Act, Section 10 for the purposes of maintaining the integrity and accuracy of our data. Questions about this collection may be addressed to the 311 Call Centre by dialing 311 or outside the city 519-255-2489. 09/28/26 v1

SECTION 6 - HOW TO SUBMIT FORM

Option #1 - Mail Completed Form to:

The Corporation of the City of Windsor
Property Tax Clerk
350 City Hall Square West, Suite 410
Windsor, Ontario N9A 6S1

Option #2 – Submit Completed Form Electronically to:

propertytax@citywindsor.ca

Option #3 – Submit Completed Form in Person:

Place the form in the Property Tax Drop Box located at 350 City Hall Square West, 1st floor

SECTION 7 - NOTES

(1) Standard fee for Statement of Account applies if requested by Authorized Representative.
(2) Letter of Authorization remains in effect until written notification from the property owner is received or the property is sold.
(3) To access, change and request your property tax information on-line, visit the E-Services page on the City website at www.citywindsor.ca and then choose My Property Tax to set up an account.

SECTION 8 - CONTACT INFORMATION

For general information, please contact 311 by dialing 311 in Windsor or 519-255-2489 alternative/outside Windsor. You may also submit an online request through 311 Online.

For detailed inquires, please email: propertytax@citywindsor.ca

FOR OFFICE USE ONLY:

Date Received:	Date Processed:	Initials: