



Agent Authorization Form

The Secretary of the Regina Board of Revision requires an Agent Authorization form to be submitted to the Board by any Appellant authorizing an Agent to act on their behalf in a property assessment appeal before the Board of Revision. Completing this Agent Authorization form allows the party(ies) named below to represent your interest in a property in the property assessment appeal process, including: representing the Appellant's interest during an appeal hearing, submitting agreements, withdrawals, and evidence to the Secretary of the Board, communicating on behalf of the Appellant with the Secretary of the Board before and after an appeal hearing. Signing this form does not allow an Agent access to any confidential financial or personal information collected from a property owner by any municipal authority for the purposes of property assessment. Requests for disclosure of confidential information by an Agent or any other party to an appeal, who is not the property owner or original owner of the information, must submit an Access to Information Request to the municipality in which the property resides. This authorization form is only applicable for the 2025 assessment year. If you have questions about the collection and use of this information, please contact the Board Assistant at 306-777-7262.

Section A: Owner/Appellant

(Identify Interest in Property) Owner Tenant Other: _____
(please specify)

I, (name) _____ authorize the Agent named in Section C to represent myself (the Appellant), in the property assessment appeal I will file/have filed for the following civic property address: _____. I understand and agree that this information cannot be used for any other purpose or agency beyond the Regina Board of Revision. I also understand that this does not constitute a notice of appeal, and that by appointing an Agent, I am giving my consent for the Agent to file an appeal on my behalf and/or represent my interests in my appeal for the 2025 assessment year only.

Section B: Appellant (Please print)

Name of Appellant: _____
If company, name and position of authorized signatory: _____
Appellant's Mailing Address: _____
Phone Number: _____ Fax Number: _____ E-mail: _____
Property Account Number (8 digits): _____
Property Address**: _____ Apt/Unit: _____

Section C: Authorized Agent Information (Please print)

Company Name: _____ Agent/Representative Name: _____
Mailing Address: _____
Phone Number: _____ Fax Number: _____ E-mail: _____

Signature of Appellant or Authorized Signatory Named in Section B

Date

Return completed form to:

Mail Secretary of the Board
15th Floor
Queen Elizabeth II Court
2476 Victoria Avenue
P.O. Box 1790
Regina, Saskatchewan S4P 3C8

Email: boardofrevision@regina.ca

NOTE: This Agent/Representative Authorization Form is subject to verification. If returned by fax or electronically, the Secretary of the Board reserves the right to request the signed original.

** If this authorization is for more than one property, attach a completed, signed Schedule of Additional Properties (see page 2).



Schedule of Additional Properties

The Schedule of Additional Properties form is to be used in conjunction with the Agent Authorization form when property assessment appeals are being filed on more than one property in which the Appellant holds an interest. This form must be signed by the Appellant/Authorized Signatory before an Agent may act for the Appellant during the appeal process.

Section A: Authorization for Additional Properties

Property Account Number (8 digits): _____ Owner Name: _____ Property Address: _____ _____	Property Account Number (8 digits): _____ Owner Name: _____ Property Address: _____ _____
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Property Account Number (8 digits): _____ Owner Name: _____ Property Address: _____ _____	Property Account Number (8 digits): _____ Owner Name: _____ Property Address: _____ _____

Signature of Appellant or Authorized Signatory
(Named in Section B of the Agent Authorization form)

Date