

**Please complete the form below. All sections marked with \* are required fields.**

Request Date\* \_\_\_\_\_

Search\* (\$15)   
(Verbal Only)

Tax Certificate\* (\$35)   
(Document)

The following information will be disclosed with your search: Tax Roll #, Tax Levy, Balance Owing, Installment Amount (if any), Current Utility Balance, and Future Utility Estimate (based on closing date).

**REQUESTOR INFO**

\_\_\_\_\_  
Name of Person Calling OR Firm\*

\_\_\_\_\_  
Phone\*

\_\_\_\_\_  
Fax

\_\_\_\_\_  
Address (complete mailing address required)\*

\_\_\_\_\_  
File # (optional)

**PROPERTY INFO**

\_\_\_\_\_  
Address (preferred over Legal Description)\*

\_\_\_\_\_  
Closing Date\*

\_\_\_\_\_  
Comments

**Preferred method of receiving tax certificate\* (if applicable)**

Email (please provide): \_\_\_\_\_

Fax

Mail (provide address if different from above): \_\_\_\_\_

**Payment Method\***

Advance Payment Options:

Cheque copy

Credit Card (called in by client)

OptionPay (using Tax Search option,  
referencing property)

Post-Search Payment Options:

Cheque

Credit Card (called in by client)

OptionPay (Accounts Receivable  
option )

The information collected on this form is authorized under Section 33(c) of the Freedom of Information and Protection of Privacy Act (FOIP). It will be used to process tax requests for the Town of Bon Accord. If you have any questions about the collection and use of the information, contact the Town of Bon Accord at 5025 - 50th Avenue, Bon Accord, AB, T0A 0K0 or by calling (780) 921-3550.