



## Request for Property Tax Relief Application Form

The purpose of this form is for an assessed person, or their authorized agent, to request under section 347(1) of the Municipal Government Act (MGA), that Council consider property tax relief, in the form of a reduction, cancellation, refund, or deferral, in respect to municipal property tax levied on the property as listed in Section 2 below.

### Section 1: Requestor Information

|                       |                   |       |
|-----------------------|-------------------|-------|
| Is the requestor the: | Property Owner or | Agent |
| Requestor Name:       | Requestor Phone:  |       |
| Requestor Address:    | Requestor E-mail: |       |

### Section 2: Property Information *(From your property tax notice)*

|                  |                   |
|------------------|-------------------|
| Tax Roll Number: | Property Address: |
|------------------|-------------------|

### Section 3: Type of Property Tax Relief Requested

*(Please check ONE of the below boxes)*

Property Tax Cancellation

Property Tax Refund

Property Tax Reduction

Tax Penalty Cancellation

Property Tax Deferral

### Section 4: Amount of Property Tax Relief Requested

*(Enter dollar amount)*

\$

### Section 5: Reason(s) for Property Tax Relief Request

*(Please explain the reasons and/or circumstances for your request. If you need more space, attach additional information to this form.)*

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### Section 6: Acknowledgement & Certification

By signing below, I acknowledge and certify that:

- i. I understand that for the purposes of the MGA section 347(1), this request for property tax relief is valid only for the properties identified in Section 2 of this form, and that this request applies only to tax levies and/or tax penalties levied in respect of the current taxation year.
- ii. I understand that for the purposes of MGA section 347(1), that the decision of Council on the matter of property tax relief is final, and there is no further recourse available on this matter.

Signature of Property Owner(s) or Authorized Agent

Date

### Section 7: Form Submission Information

Please submit the completed form to:

**TAXATION DEPARTMENT**

#1 Alexandra Park  
Leduc, AB T9E 4C4  
Phone: 780-980-7105  
Fax: 780-980-7127  
Email: [propertytaxes@leduc.ca](mailto:propertytaxes@leduc.ca)

The City will contact you once a date has been set for Council to review your request.

### FOR OFFICE USE ONLY

Date Received:

Received By:

Notification to Director: Yes / No

Notification to Taxation: Yes / No

Requestor Contacted: Yes / No

#### Property Tax Verification

Current Year Tax Levy:

Prior Year Tax Arrears:

Prior Year Tax Delinquent:

Tax Penalty Totals:

Other:

TOTAL Outstanding:

Comments: