



AUTHORIZATION TO ACT AS AGENT

(If the Legal Owner is not requesting the information)

I, _____ (print name), the legal owner, or who has signing authority of

_____ (civic address),

hereby authorize _____ (name)

of _____ (name of company, etc. if applicable)

to act as my agent pertaining to the above property, with respect to the following information:

(Reason for Authorization - please check any and all boxes that apply)

- to apply for and obtain a building or demolition permit; sign, plumbing or pool enclosure permit;
- to receive detailed information on zoning, outstanding work orders and /or location survey compliance involving my property;
- to obtain information regarding Enforcement Services, including property standards and maintenance issues on my property, including communicating with City staff and accessing my property for the purpose of inspections;
- to receive detailed information on pending legal matters involving my property, and to undertake steps to secure my property (including demolition if necessary).
- other matters (please specify) _____

Please indicate whether this authorization has a limited time frame:

Start Date: _____ 20____ To End Date: _____ 20____

Date Not Applicable:

Signature (Legal) Owner

Date

Signature Acting Agent

Date

1. This authorization requirement applies to spouses or other family members that are not listed on the deed (see your tax bill for who is listed on the deed).
2. If a numbered company or company name is listed on the deed; an article of incorporation or document to verify signing authority for the business will be required.

Please note: Photo I.D. will be required.

Who Has Signing Authority?

If the owner is a numbered company, corporation, institution, association, etc. please provide one of the following:

The individual(s) who has signing authority will fill out the form (Representation and Warranty-Signing Authority) along with providing 1 of the 3 options below?

Such as,

- 1. Article of Incorporation**
- 2. Corporate Profile Resolution**
- 3. Signed Corporate Report.**

If the property is owned by an association or institution, we will need a legal document stating who has signing authority. This could come by way of a letter from a Lawyer.

This information will stay with the property folder until the property has been sold or a legal document has been provided to verify who has signing authority, such as boards; directors/members have changed hands.

What does this mean? If, renovations or information has been requested by a third party the individual(s) who has signing authority can move forward with any request because we have a legal document stating who has signing authority for the said property.

If at any time a building permit or information has been requested, the individual(s) who has signing authority would fill out an "Authorization to Act as Agent" form.

This form will name who will be speaking on the owner(s) behalf.

**Such as,
Contractors
Architects
Engineers
Family
Spouse
Friend
Realtor
Etc...**

The form will allow building permits to be applied for. And, any information regarding the said property that falls within the list on the form.

The signed authorizer will add a check mark in any of the boxes on the left side of the form to what the owner(s) are allowing the individual(s) to have access to.

If the property is zoned commercial, a lot of times it is owned by a corporation, not an individual(s). If the owner has a space for lease and the tenant(s) wants to do renovations, then we would need an "Authorization to Act as Agent" from the said owner that they are authorizing renovations to the property.

The owner of the property, would be (individual(s), corporation, institution, association, etc.), ultimately responsible to make sure all inspections have been completed and the permit is closed.

