



Summer Village of South View

Administrative Policy

| Number | Title | | | |
|----------------|-------------------------|--|----------------|--|
| A-FIN-TAX-2 | Tax Roll Address Change | | | |
| Approval | Approved | | Last Revised | |
| (CAO initials) | Resolution No: | | Resolution No: | |
| | Date: | | Date: | |

Purpose

The Alberta Land Titles Act specifically states in Section 48 that an owner or mortgagee of land shall deliver to the Registrar a memorandum in writing of some address to which all notices shall be mailed. It also required the owner or mortgagee to notify the Registrar of any change in his address. Therefore, Council is simply upholding the Land Titles Act.

If no change of mailing address is given to the Alberta Land Titles office then a caveat or lien can be placed against the property without the knowledge of the property owner. If a change of mailing address is supplied to the Alberta Land Titles office then all notifications will be sent to the owner.

Policy Statement

When owners' of property have a mailing address change and notify the municipal office of this change, administration staff shall advise the property owner of the requirement to notify the Alberta Land Titles office of same.

Standards

1. Municipal Staff shall request in writing any mailing address changes as requested by a property owner.
2. At the discretion of the Chief Administrative Officer or his/her designate, municipal staff may add the requested information to the official tax roll to ensure timely delivery of municipal information to the resident.
3. When a property owner's mailing address or ownership change comes from Alberta Land Titles Office, the office staff shall change the information on the official tax roll.

Legal References:

Revisions:

| Resolution Number | MM/DD/YY |
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