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Policy Title	RELEASE OF TAX INFORMATION				

Council Resolution	GMCS	CC	Cross Reference	Effective
No. 592-02 Date: November 26, 2002			AD 052	November 26, 2002

The County of Parkland recognizes that tax information such as the name and address of the owner, legal description, mortgage company, levy, history of payments and balance owing is generally confidential and should only be released to the owner or other legitimate parties such as real estate agents or lawyers. The tax roll includes confidential information and as such is not open to public scrutiny.

The procedures for release of tax information shall be as follows:

1. Telephone Inquiries by Owner

All tax information may be given to the owner only upon proper identification. Proper identification shall consist of the owner providing upon request his name and the roll number of his property. If a tax certificate is requested then the Fees and Charges Policy AD 052 for that document shall also apply.

2. Telephone Inquiries by Real Estate Agents

Only the name and address and the levy may be given to a real estate agent. The real estate agent is required to have an account with the County before any information is released. The search fee under the Fees and Charges Policy AD 052 shall apply. If a tax certificate is requested, then the Fees and Charges Policy AD 052 for that document shall also apply.

3. Telephone Inquiries by Lawyers

The name and address, levy and balance outstanding may be given to a lawyer. The lawyer is required to have an account with the County before any information is released. Should the lawyer not have an account, then follow-up confirmation by fax is required before any information is released. The search fee under the Fees and Charges Policy AD 052 shall apply. If a tax certificate is requested, then the Fees and Charges Policy AD 052 for that document shall also apply.

4. In Person/Mail Inquiries by Owners, Real Estate Agents or Lawyers

The procedures under telephone inquiries as above shall apply along with the applicable fee from the Fees and Charges Policy AD 052. If a tax certificate is requested, then the Fees and Charges Policy for that document shall also apply.

5. In Person by Other Parties

The name and address only of the owner may be given to a third party upon payment of the search fee. If a tax certificate is requested, then the Fees and Charges Policy AD 052 for that document shall also apply.

Note: Address is defined as the mailing address for notices.

Legal description is defined as the location of the property.