

# Authorization to Release Information Form



**\*\*Separate forms must be completed for each property\*\***  
**\*\*Not to be used for commercial purposes, ie. lawyer, mortgage company, realtor etc.\*\***

Property Owner/Tenant/Company Name(s): \_\_\_\_\_  
(As shown on tax/utility bills)

Property Location: \_\_\_\_\_

Mailing Address: \_\_\_\_\_  
Street City Postal Code

Phone number(s): \_\_\_\_\_ Email: \_\_\_\_\_

Roll Number: 41-08 \_\_\_\_\_ Utility Account Number(s): \_\_\_\_\_

For the above account(s), I/we authorize \_\_\_\_\_  
(Name of person(s) you are authorizing on account)

\_\_\_\_\_  
(Relationship to you or the company)

Permissions granted to authorized individuals (check all that apply):

- discuss my/our account information with the Municipality of Kincardine.
- receive my/our account information from the Municipality of Kincardine (example: bill copies, receipts, and statements).
- make changes to account information/give direction to the Municipality of Kincardine (example: mailing address updates and enrolling in pre-authorized payments).
- By initialing this box, I verify that I understand I must notify the Municipality of Kincardine in writing if I choose to change or revoke authorizations made above

I am:  Property Owner  Tenant  Company Officer (I am authorized to bind the corporation)  
 Executor/Trustee/POA (must provide legal documentation)

Print Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Company Officer Position (if applicable): \_\_\_\_\_

**Please submit in person, mail, fax or scan and e-mail this form to [cashier@kincardine.ca](mailto:cashier@kincardine.ca)**

Personal information is collected under the authority of the Municipal Act, 2001 for the purpose of creating a record to be used for authorizing release of property tax or utility account information to persons other than the property owner. Questions about the collection of the personal information may be addressed to the Clerk of the Municipality of Kincardine, 1475 Concession 5, R.R. 5, Kincardine, ON N2Z 2X6 Phone: (519) 396-3468.

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**The Municipality of Kincardine**

1475 Concession 5, R.R. #5, Kincardine, ON N2Z 2X6

Phone: 519-396-3468 | Fax: 519-396-8288

[kincardine.ca](http://kincardine.ca)