

# Town of Three Hills Tax Certificate Request



## Property Information

(must have at least 2 of 3 fields filled out)

Property Address (required)
Legal Address (required)
Roll Number (if available)

## Requested By

Company	
Address	
Requestors Name	File No
Phone No	Email
Closing Date of Sale (required)	Or check box if Refinancing (required) <input type="checkbox"/>
What email account do you want this request returned to:	

## Tax Certificate Fee

<input type="checkbox"/> Tax Certificate - \$20.00 per roll
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### Please Note:

If this is a sale, your office may be our only form of contact to reach the clients for the required documents for disconnecting & connecting Town of Three Hills Utilities. Our office will send these forms along with the requested Tax Certificate and information your clients need to help complete a smooth transition of utilities. Please verify final balances owing on tax/utility accounts prior to closing, as these balances change monthly when the owners are on a Pre-Authorized Payment Plan.

**\*Sellers must cancel Tax PAP by the 20th of the month\***

## Payment Information

The form must be accompanied by a copy of a cheque or a credit card number in order to process.

Card No	Expiry	CCV
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Signature	Date
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*This personal information is collected under the authority of section 4(a) and (c) of the Protection of Privacy Act (POPA) and in accordance with section 350 of the Municipal Government Act (MGA). The information is collected solely for the purpose of facilitating the distribution of property tax information as authorized by the MGA. All personal information will be protected and managed in compliance with the provisions of the Protection of Privacy Act. Questions regarding the collection, use, or disclosure of this information may be directed to the Chief Administrative Officer at (403) 443-5822.*

Requests can be submitted to [taxes@threehills.ca](mailto:taxes@threehills.ca) or at the Town Office at 232 Main Street, Three Hills.

Office Use Only		
Date Received	Received By	Date Issued
Roll No	Payment Amount	