

<b>PROPERTY FILE SEARCH REQUEST</b> Intake Form	
Date Received: _____	
<p style="text-align: center;"><b>Fees:</b></p> <p><input type="checkbox"/> \$25.00 (GL 1-61-00-590)</p> <p>*Minimum 48 hour turnaround time</p> <p>*Payment must be received prior to the property file search for requested information</p> <p>Receipt No.: _____</p>	<p style="text-align: center;"><b>Received From:</b></p> <p>Name: _____</p> <p>Address: _____</p> <p>_____</p> <p>Phone Number: _____</p> <p>Email Address: _____</p>
<p><b>Please provide one form for each address you are requesting information for.</b></p>	<p><input type="checkbox"/> Landowner Approval (person(s) on title)            *please attach copy of email, letter, etc. <b>OR</b></p> <p>Landowner Signature: _____</p>

Civic Address: \_\_\_\_\_

Lot: \_\_\_\_\_ Block: \_\_\_\_\_ Plan: \_\_\_\_\_ Zoning: \_\_\_\_\_

Year Built: \_\_\_\_\_

<p>Specific Documents Being Requested (copies of permits, RPR, house plans, etc.):</p> <ol style="list-style-type: none"> <li>1. _____</li> <li>2. _____</li> <li>3. _____</li> <li>4. _____</li> <li>5. _____</li> <li>6. _____</li> <li>7. _____</li> </ol>
---

Search Done By: \_\_\_\_\_ Date: \_\_\_\_\_

Personal information provided as part of this form will be used to facilitate contact and process property search requests. The information is collected under the authority of the *Municipal Government Act* as well as Section 4 (c) of the *Protection of Privacy Act* and will be protected under Part 1 of the *Protection of Privacy Act*. Questions or concerns regarding the collection and/or use of this information may be directed to the Information Governance Coordinator at [access@blackfalds.ca](mailto:access@blackfalds.ca) or by phone at 403.885.6370.