

**ADMINISTRATIVE**

**POLICY 2-05**

**TITLE:** Tax Roll Name Change

**AUTHORIZATION:** 20 September 2004 Council Resolution

**POLICY:**

1. When owners of property move and notify the municipal office of their move, administration staff shall advise the property owner of the requirement to notify Land Titles of the title change.
2. Municipal Staff shall make a note of the conversation and deposit that note in the appropriate tax file.
3. No changes shall be made to the official tax roll other than those received through the Alberta Land Titles office.

**Background:**

There have been occasions when property owners have moved and have telephoned the municipal office to advise of the change of address. At that time staff have asked the person to notify Land Titles. However, there have been occasions when the owner has not done so. Repercussions have occurred.

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.

It is for the property owner's own good that this policy is being passed. If no change of address is given to Land Titles then a caveat or lien can be placed against the property without the knowledge of the property owner. If a change of address is supplied to Land Titles then all notifications will be sent to the owner.