

Agent Authorization Form for File Access or Permit Application

	Property Address:
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I/we _____ (the "Registered Owner(s)") own the lands
(Legal name(s) on the Title)

described above and confirm the appointment of:

(Enter legal name of individual/consultant/corporation appointed as Agent)

(Address of Agent)

(Telephone Number & Email of Agent)

To act as my/our agent with respect to **(check all that apply)**:

- obtain file access and/or copies of plans;
- make an **application** for a permit; or
- act as my authorized agent for any matter pertaining to the permit

relating to the above-noted property on my behalf.

It is understood, that

1. the City of Coquitlam shall deal with the above-noted agent with respect to all matters pertaining to the Building Permit and is under no obligation to communicate with the Registered Owner or any other person while this appointment remains in effect;
2. the above-noted agent has authority to make all necessary arrangements with the City of Coquitlam, to perform all matters and to take all necessary proceedings with respect to the Building Permit;
3. a written letter from the Registered Owner(s) is required to cancel this appointment; and
4. this document must be dated within 30 days of submission to City of Coquitlam.

Further, I/we hereby agree that all information, including personal information, contained in this document and the Building Permit may be made available to the public.

(Signature of Registered Owner, Authorized Signatory for Owner Corporation or Strata Corporation)

(Print Name)

(Print Title)

(Name of Owner Corporation or Strata Corporation)

(Address)

(Telephone Number)

Dated at _____, this _____ day of _____, 20____.
(Enter place where form executed)

For Properties managed by a Property Management Company:

I hereby submit written documentation that:

- The Property Management Company (signed authorization by the Director or Principal of the Property Management Company on official **Company Letterhead** (to confirm the current Property Management Company has agreement to grant agent authorization)
as a required supporting document to be an authorized agent to grant the authority noted above.

Bare Trust Agreement / Separate Beneficial Owner(s)?

- I/we am/are the beneficial owner(s) of the above-noted property.
- I/we acknowledge that there is a Bare Trust Agreement for the above-noted property and have provided a copy of the Bare Trust Agreement along with a BC Registry Search showing the owner(s) and general partner(s) of the owner(s) are in good standing.