



TOWNSHIP OF SEVERN LETTER OF AUTHORIZATION

Form Instructions:

1. This form is to be used when a Property Owner wishes to provide authorization for their property tax information to be released to a third party.
2. This form must be completed and authorized by the current property owner and a copy of photo ID must accompany this application.
3. To avoid delays in processing, please ensure all requested information is provided.

Property Owner Information:

Roll number: _____ Email: _____

Name of current owner(s): _____

Property Address: _____

Home phone: _____ Cell phone: _____

Property Information to be Released (check all that apply):

Property Tax Account Tax Statement Utility Account

Authorized Recipient:

Recipient name: _____

Relationship to owner (please select):

- Relative
 Solicitor
 Other (specify): _____

Authorization:

Authorization expiry date (mm/dd/yy): _____

Owner's Signature: _____ Date (mm/dd/yy): _____

Photo ID with signature has been verified by Town staff

Please submit form in person, by fax, email or mail

Email: taxes@townshipofsevern.com

Fax: 705-327-5818

In person: Monday – Friday, 8:30 am - 4:30 pm
1024 Hurlwood Lane, Severn, ON L3V 0V3

By Mail: PO Box 159
Orillia, ON L3V 6J3