

Town of Diamond Valley

Box 10, Diamond Valley, AB T0L 0H0

403-933-4348

info@diamondvalley.town

www.diamondvalley.town

Tax Certificate Request

About Tax Certificates

To obtain a Tax Certificate, please fax or email this request to our Finance Department.

Download the PDF to your computer to use the fillable-PDF function.

A copy of a signed cheque for the fee amount of \$30.00 should be included in the request (original to follow in the mail). Homeowners may request a Tax Certificate at no charge.

Payments may be made by cheque written to the Town of Diamond Valley, cash or debit accepted at the Municipal Office, e-transfers sent to info@diamondvalley.town or [credit card payments which can be made online](#) (a small additional fee will apply for credit card transactions).

Attn: Finance Department

Email: info@diamondvalley.town

Fax: 403-933-5865 Phone: 403-933-4348

Mail: Box 10, Diamond Valley, AB T0L 0H0

Property Identifiers

In your request please, include at least two of the following property identifiers:

Current Property Owner Name:

Civic Address:

Roll number:

Legal Address (Lot, Block, Plan):

Linc number:

Title number:

If the Tax Certificate is for the sale of a property, please also include the **POSSESSION DATE**:

Requestor

Company Name:

Representative Name:

Phone Number:

Email:

Mailing Address:

Copy of cheque attached: Yes No Original cheque mailed: Yes No Electronic Payment: Yes No

Send Tax Certificate by: Fax Email Mail Invoice and Receipt by: Fax Email Mail Not Required

Client Name:

Client File Number:

Date of Request:

Signature (electronic acceptable):

Notes / Special Instructions:

Office Use Only

Roll Number:

TIPP: Yes No

Utilities Outstanding:

Date Request Received:

Date Tax Cert Issued:

Tax Cert Sent by: Fax Email Mail Copy of Cheque Received: Yes No

Cheque Received: Yes No Cheque Number: Electronic Payment Received: Yes No

Invoiced: Yes No

Invoice Number:

Date Invoiced:

Payment Received: Yes No

Receipt Number:

***This information is being collected in accordance with section 3 of the Municipal Government Act and section 33 (c) of FOIP for the purpose of issuing tax certificates and to maintain customer contacts for Town of Diamond Valley taxation, utilities and receivables. To protect your privacy this information will not be shared, traded or used for any purpose other than that described above and is protected by the Freedom of Information and Protection of Privacy Act. The Town of Diamond Valley FOIP Coordinator can be reached at info@diamondvalley.town or by calling 403-933-4348.*