



403-847-5260

[Planningdept@trmh.ca](mailto:Planningdept@trmh.ca)[www.rockymtnhouse.com](http://www.rockymtnhouse.com)**REALTOR / PROPERTY FILE SEARCH REQUEST INTAKE FORM**

*The Town of Rocky Mountain House does not guarantee that your request will result in obtaining records, as not all records have been kept on file and/or are subject to varying retention schedules.*

**Date Received:** \_\_\_\_\_

\*\* Minimum 24-hour turnaround time

Payment must be received prior to the property file search for requested information

**Receipt No.:** \_\_\_\_\_**Basic Fee: \$25.00** (includes Land Zoning, Age of Dwelling, Roll No., Taxes for Current Year, Assessment, Lot Size, copy of any Real Property Report on file)**Additional Documents: \$25.00/minimum 2 hrs, plus \$25/hr after** (includes copies of Permits, House Plans, etc.)**Address of Property:****Name of Requestor:****Landowner Name:****Landowner Signature:****Note:** If Landowner signature is not provided, please attach a copy of email, letter, etc. from Landowner providing authorization for Realtor / Property File Search Request.**Phone Number:****Email Address:****Civic Address:****Lot:****Block:****Plan:****Information / Documents Being Requested: check box below**☐

Land Zoning

☐

Age of Dwelling

☐

Roll Number

☐

Current Year Taxes

☐

Assessment

☐

Lot Size

☐

Real Property Report

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Any Additional Information - Copies of any additional documents from the Property File is subject to the additional fee, based on the amount of time required to complete request. **Additional \$25.00/minimum for any work up to 2 hrs, plus \$25/hr after the first two hours.** Please provide information in the box below as to what additional documentation you are requesting. (ie Copies of permits, House Plans, etc.) Cost is dependent on time required to complete request.