



# Summer Village of Sunrise Beach

## Administrative Policy

Number	Title			
A-FIN-TAX-2	Tax Roll Name Change			
Approval	Originally Approved		Last Revised	
(CAO initials)	Resolution No:	95-19	Resolution No:	
	Date:	July 25, 2019	Date:	

### Purpose

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.

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.

### Policy Statement

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.

### Standards

1. Municipal Staff shall make a note of the conversation and deposit that note in the appropriate tax file.
1. No changes shall be made to the official tax roll other than those received through the Alberta Land Titles office or at the discretion of the CAO.
2. If the new property owner's mailing address comes incorrectly from Alberta Land Titles Office, the office staff may contact and advise the property owner that an address change has to be made officially through Land Titles. The office will assist with filling out the necessary forms with current information and provide these to the land owner.



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**Legal References:**

**Revisions:**

Resolution Number	MM/DD/YY