

TOWN OF MORDEN
POLICY & PROCEDURES MANUAL

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| <i>Reference</i> | Finance & Administration | <i>Classification</i> | Procedure |
| <i>Subject</i> | Release of Information (Amended) | <i>Pages</i> | 2 |
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Purpose:

The Town of Morden Administration Office receives requests occasionally to release and supply information to Realtors, Lawyers, Appraisers, Property Owners, Accountants, and other interested parties. This procedure addresses the parameters of the release of such information. In any case, the Freedom of Information and Protection of Privacy Act (FIPPA) is in place and must be adhered to at all times.

Procedure:

The following is the Town of Morden Procedure on releasing information to the above parties:

1. Requests from the property owner for property tax information and copies of the property tax statements will be provided to them at a cost as set out in the Copy By-law.

2. Requests for property tax information from realtors, lawyers, appraisers, and accountants will be provided to them within the parameters of FIPPA and at a cost as set out in the Town of Morden Copy By-law.

3. Requests for copies of property tax statements from realtors, lawyers, appraisers, and accountants will not be provided unless they provide written authorization from the property owner and will be subject to cost as set out in the Town of Morden Copy By-law.

4. Requests from realtors, appraisers and accountants will only be provided if they have a current business licence in good standing.

5. Requests for information regarding properties will only be released on the telephone where the information is required to complete a sale of that property. In all other circumstances, the applicable property owner will be required to

produce the original tax notice as supplied to them by the Town of Morden or will need to request a copy of the notice at the Town of Morden Administration Office at a cost as set out in the Town of Morden Copy By-law.