



After Tax Paralegal Services Professional Corporation
401-50 Burnhamthorpe Rd. W., Mississauga, ON L5B 3C2
Tel: (905) 273-4855 www.after-tax.ca Fax: (905) 795-3324

DIRECTION AND AUTHORIZATION FORM

Registered Property Name: _____

Location: _____

Roll Number: _____

Tax Years: 2017-2020

Please accept this authorization for AFTER-TAX PARALEGAL SERVICES PROFESSIONAL CORPORATION and TAG CONSULTING to act on my/our behalf as sole and exclusive agent in all matters pertaining to my/our Real Property Assessment, including their access to all files and data, which may be held at the regional assessment office or tax department. This authorization includes the filling of all appeals, representing me/us in discussions and negotiations with the Municipal Property Assessment Corporation, acting on my/our behalf at all levels of hearings, and inquiring on my/our behalf at the local Tax Department to determine if and when a refund has been applied.

Property Owner's Name: _____ (PLEASE PRINT)

Mailing Address: _____

Phone: (home) _____ (office) _____

Phone: (cell) _____ (fax) _____

E-mail Address: _____

Occupation: _____

Signature: _____ Date: _____

Name of Signature: _____

* If the Client is a Corporation, Signatory must have the authority to bind the Corporation *

Print, Fill in, Sign and Mail, Fax or E-mail back to TAG CONSULTING



1-5510 Mainway, Burlington, ON L7L 6C4
Tel: (905) 333-5506 Fax: (905) 333-0613
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CONTINGENCY FEE RETAINER AGREEMENT

THIS AGREEMENT made on _____
between, _____
herein referred to as the "Client" and AFTER-TAX PARALEGAL SERVICES PROFESSIONAL CORPORATION,
hereinafter referred to as "After-Tax", agree as follows:

- I. **IDENTIFICATION:** Client hereby authorizes and instructs After-Tax to act of the client's behalf in the matter of all property assessment issues of the property identified below.

PROPERTY LOCATION:

ROLL NUMBER: _____

TAXATION YEARS: 2017-2020

- II. **AUTHORIZATION:** Client authorizes the Property Tax Consultant to inspect the premises; if applicable, and agrees to furnish Property Tax Consultant with all pertinent data which Property Tax Consultant requests in connection with the assignment.
- III. **SETTLEMENT OF LOWER PROPERTY ASSESSMENT:** Client fully authorizes After-Tax and their agents to negotiate an entire settlement or to withdraw from negotiations at any time, at the discretion of After-Tax.
- IV. **COMPENSATION:** Client understands that the After-Tax will charge **No Fee** with an exception of an appeal filling fee as prescribed by the Assessment Review Board, unless a reduction in assessment is obtained. The Contingency Fee will be equal to a portion of the property tax savings at the rate of **50% plus HST** calculated as per the formula below:

$$\{[(\text{assessment of subject property as of valuation date}) - (\text{assessment obtained by After-Tax as of valuation date})] \times [\text{applicable municipal tax rate}] \times 50\% + \text{HST}$$

The Contingency Fee will become payable only after the reduction in assessment has been documented by the Assessment Review Board Decision **or** Municipal Property Assessment Corporation executed Minutes of Settlement or Municipal Council Decision.

- V. **EARLY TERMINATION OF THIS AGREEMENT:** a client has the right to terminate this agreement by notifying After-Tax in writing. After-Tax also has the right to terminate this agreement by notifying the Client in writing. In the event that the Client elects to terminate this retainer before After-Tax concludes this matter, After-Tax has the right to withdraw the application.
- VI. **GUARANTEE:** No fee, other than the Assessment Review Board appeal-filling fee will be charges unless there is a reduction in the property assessment.

VII. **COLLECTION:** Client and After-Tax agree that simple interest of two percent (2%) per month with a maximum of twenty four percent (24%) per annum will accrue of any balance for compensation described in section IV, due to After-Tax and remaining unpaid as of the date due. Client also agrees to pay After-Tax reasonable expenses incurred in collecting all amounts due and owing under the terms of this Agreement, including court costs and reasonable attorney's fees. A fee in the amount of fifty dollars (\$50.00) will be applied to Clients account for every cheques not honored by the Clients financial institution.

VIII. **SALE OF PROPERTY:** Client acknowledges and agrees that should they choose to sell the aforementioned property during the appeal, for which After-Tax has obtained a reduction, that all applicable fees and compensation will be paid to After-Tax on the requested date. Client further agrees to notify their solicitor of any pending appeals for the property so that the purchase of sale may be amended to reflect which parties are entitled to the refund. Intl:

_____	_____	_____
After-Tax Official – Print Name	Signature	Date
_____	_____	_____
Client – Print Name	Signature	Date
_____	_____	_____
Client Address – Print		Tel

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