

**DUE DILIGENCE  
DOWNTOWN STRATEGY INCENTIVE FUNDING PROGRAM**

Your Personal Information is being collected, used, and disclosed for the purpose of conducting due diligence searches. This information is collected pursuant to Section 33(c) of the *Freedom of Information and Protection of Privacy (FOIP) Act*. If you have any questions about this collection, use, and disclosure, please contact Deanna Romney at 8<sup>th</sup> floor, 133 6 AV SE, Calgary AB, T2G 4Z1, (403) 305-7321, Deanna.Romney@calgary.ca.

**CONSENT TO RECORDS CHECK**

[PLEASE COMPLETE THIS FORM FOR EACH DIRECTOR OF THE APPLICANT ENTITY]

**TO:** The City of Calgary and McCarthy Tétrault LLP, as solicitors to The City of Calgary

**FROM:** **[Insert full legal name of search subject]** (the “Entity”)

**RE:** Proposed transaction with respect to the lands and premises located at the City of Calgary, Alberta and legally described in **Error! Reference source not found.** attached hereto (the “Property”)

I/We acknowledge that The City of Calgary or McCarthy Tétrault LLP, as solicitors to The City of Calgary, will be conducting certain due diligence searches in connection with the Entity. Information collected regarding the individual directors of the Entity is required to conduct due diligence searches of the Entity.

I, as an individual director of the Entity, consent to provide the following personal information to The City of Calgary and McCarthy Tétrault LLP, as solicitors to The City of Calgary, for the purposes of carrying out due diligence checks in relation to the Entity’s application for Incentive Funding under the Downtown Strategy Incentive Program:

Last Name	First Name	Middle Name
<i>[insert last name here]</i>	<i>[insert first name here]</i>	<i>[insert middle name here]</i>
Year of Birth		Nationality
<i>[insert year of birth here]</i>		<i>[insert nationality here]</i>
Other names used (including aliases), name changes, including nicknames, maiden name and former married names (if applicable) and note the date changed		
<i>[insert information here]</i>		

I, \_\_\_\_\_ do solemnly declare that:

1. I have prepared and verified all information contained in the Consent to Records Check (the “Consent”).
2. I understand and read the English language, or I have had an interpreter read, explain, and record the answer to each question of this Consent.
3. The information provided in this Consent is true, accurate, and complete to the best of my knowledge.

Your Personal Information is being collected, used, and disclosed for the purpose of conducting due diligence searches. This information is collected pursuant to Section 33(c) of the *Freedom of Information and Protection of Privacy (FOIP) Act*. If you have any questions about this collection, use, and disclosure, please contact Deanna Romney at 8<sup>th</sup> floor, 133 6 AV SE, Calgary AB, T2G 4Z1, (403) 305-7321, Deanna.Romney@calgary.ca.

4. I have completed the Consent with the knowledge that it is an official document and that failure to disclose or provide complete and accurate information on any portion of the Consent may affect the eligibility of the Entity to participate in or receive Incentive Funding under the Downtown Strategy Incentive Program.
5. I acknowledge that all documents and information requested will be verified through an investigative process and further documents, information, or clarification may be requested.
6. You are authorized to accept an executed copy of this Consent by electronic transmission, and we confirm that it will be as effective as personal delivery of an originally executed copy of this Consent.

I make this solemn declaration conscientiously believing it to be true and knowing that it is of the same force and effect as if made under oath.

**DATED** at the city of \_\_\_\_\_ in the province of \_\_\_\_\_  
this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

**[INSERT FULL LEGAL NAME OF INDIVIDUAL DIRECTOR]**

By: \_\_\_\_\_

Signature

Director of: **[INSERT ENTITY NAME]**

Your Personal Information is being collected, used, and disclosed for the purpose of conducting due diligence searches. This information is collected pursuant to Section 33(c) of the *Freedom of Information and Protection of Privacy (FOIP) Act*. If you have any questions about this collection, use, and disclosure, please contact Deanna Romney at 8<sup>th</sup> floor, 133 6 AV SE, Calgary AB, T2G 4Z1, (403) 305-7321, Deanna.Romney@calgary.ca.

## SCHEDULE A

*[Insert legal description of property that is the subject of the application for Incentive Funding under the Downtown Strategy Incentive Program]*

Your Personal Information is being collected, used, and disclosed for the purpose of conducting due diligence searches. This information is collected pursuant to Section 33(c) of the *Freedom of Information and Protection of Privacy (FOIP) Act*. If you have any questions about this collection, use, and disclosure, please contact Deanna Romney at 8<sup>th</sup> floor, 133 6 AV SE, Calgary AB, T2G 4Z1, (403) 305-7321, [Deanna.Romney@calgary.ca](mailto:Deanna.Romney@calgary.ca).

**AUTHORIZATION**

**TO:** All federal, provincial and municipal government and regulatory departments, agencies, ministries and authorities

**FROM:** [●Insert full legal name of search subject] (the “Entity”)

**RE:** Proposed transaction with respect to the lands and premises located at the City of Calgary, Alberta and legally described in **Error! Reference source not found.** hereto (the “Property”)

---

We acknowledge that The City of Calgary or McCarthy Tétrault LLP, as solicitors to The City of Calgary, will be conducting certain due diligence searches in connection with the Entity.

Please accept this as your irrevocable authority to release to The City of Calgary and/or McCarthy Tétrault LLP any and all records and information requested by them in respect of the Entity, including, without limitation, all records and information relating to outstanding notices, levies, assessments, orders or violations of the Entity pursuant to the following:

1. *Income Tax Act* (Canada): Business Account No. (9 digits only) \_\_\_\_\_;
2. *Excise Tax Act* (Canada): GST No. \_\_\_\_\_;

You are authorized to accept an executed copy of this Authorization by electronic transmission and we confirm that it will be as effective as personal delivery of an originally executed copy of this Authorization.

Dated this \_\_\_\_ day of \_\_\_\_\_, 20\_\_.

**[●INSERT FULL LEGAL NAME OF SEARCH SUBJECT] [NTD:  
Use this signature block if entity is a corporation.]**

By: \_\_\_\_\_

Name:

Director

**[NTD: The signatory must be a director as we are  
conducting tax searches.]**

**[●INSERT FULL LEGAL NAME OF SEARCH  
SUBJECT]  
[NTD: Use this signature block if entity is an  
individual.]**

Your Personal Information is being collected, used, and disclosed for the purpose of conducting due diligence searches. This information is collected pursuant to Section 33(c) of the *Freedom of Information and Protection of Privacy (FOIP) Act*. If you have any questions about this collection, use, and disclosure, please contact Deanna Romney at 8<sup>th</sup> floor, 133 6 AV SE, Calgary AB, T2G 4Z1, (403) 305-7321, Deanna.Romney@calgary.ca.

**CONSENT TO RELEASE OF INFORMATION**

TO ALL: FEDERAL, PROVINCIAL AND MUNICIPAL GOVERNMENTS, GOVERNMENT DEPARTMENTS, AGENCIES, SECTIONS AND MINISTRIES AND ALL REGULATORY DEPARTMENTS, AGENCIES AND AUTHORITIES

Re: (a) **[●Insert full legal name of registered owner of the Lands]** (the “Owner”)  
(b) **Those lands and premises located in the City of Calgary, in the Province of Alberta, legally and municipally described in Schedule A attached hereto (the “Lands”)**

The undersigned, being the registered owner of the Lands, hereby consents to all governments, government departments, government sections, government ministries, government agencies and all regulatory authorities, departments and agencies, including, without limitation, Alberta Environment and Parks, releasing information from their respective files and records (including the provision of copies) and providing other information verbally and in written form relating to:

1. the Owner, solely in its capacity as owner of the Lands; and
2. the Lands,

to The City of Calgary, and to its solicitors, McCarthy Tétrault LLP, and to its duly authorized consultants.

This consent to release information shall apply notwithstanding any laws restricting, regulating or prohibiting the release or disclosure of personal or private information. This consent shall constitute a full consent by the Owner to the release or disclosure of personal and private information to the above noted parties pursuant to all laws and statutory provisions that regulate, prohibit or restrict the release or disclosure of personal or private information.

This consent neither requests nor authorizes any physical inspection of any part of the Lands. The Owner hereby confirms that a copy of this correspondence sent by facsimile transmission or electronic transmission shall be binding and may be fully relied upon.

Dated this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

**[●INSERT FULL LEGAL NAME OF REGISTERED OWNER OF THE LANDS]** [NTD: Use this signature block if owner of the Lands is a corporation.]

By: \_\_\_\_\_  
Authorized Signatory

**[●INSERT FULL LEGAL NAME OF REGISTERED OWNER OF THE LANDS]** [NTD: Use this signature block if owner of the Lands is an individual.]

Your Personal Information is being collected, used, and disclosed for the purpose of conducting due diligence searches. This information is collected pursuant to Section 33(c) of the *Freedom of Information and Protection of Privacy (FOIP) Act*. If you have any questions about this collection, use, and disclosure, please contact Deanna Romney at 8<sup>th</sup> floor, 133 6 AV SE, Calgary AB, T2G 4Z1, (403) 305-7321, Deanna.Romney@calgary.ca.

Your Personal Information is being collected, used, and disclosed for the purpose of conducting due diligence searches. This information is collected pursuant to Section 33(c) of the *Freedom of Information and Protection of Privacy (FOIP) Act*. If you have any questions about this collection, use, and disclosure, please contact Deanna Romney at 8<sup>th</sup> floor, 133 6 AV SE, Calgary AB, T2G 4Z1, (403) 305-7321, [Deanna.Romney@calgary.ca](mailto:Deanna.Romney@calgary.ca).

**SCHEDULE A**

**LANDS**

	<b>Municipal Address/Building</b>	<b>Legal Description</b>
1.	[•]	[•]

Your Personal Information is being collected, used, and disclosed for the purpose of conducting due diligence searches. This information is collected pursuant to Section 33(c) of the *Freedom of Information and Protection of Privacy (FOIP) Act*. If you have any questions about this collection, use, and disclosure, please contact Deanna Romney at 8<sup>th</sup> floor, 133 6 AV SE, Calgary AB, T2G 4Z1, (403) 305-7321, [Deanna.Romney@calgary.ca](mailto:Deanna.Romney@calgary.ca).