

New Home Buyer Protection Board (NHBPB)
Administrative Penalties Regulation, s. 7(1)

This information is being collected for the purposes of administering appeal hearings in accordance with sections 33, 39 and 40 of the *Freedom of Information and Protection of Privacy Act*. The contact information you provide may also be used to conduct follow-up surveys designed to measure satisfaction with the appeal process. Questions about the collection of this information can be directed to Alberta Municipal Affairs, New Home Buyer Protection Board, 1229 – 91 Street SW, Edmonton, Alberta T6X 1E9 780-427-4864 (outside of Edmonton, call 310-0000 to be connected toll free).

Appellant	
Legal Name:	
Main Contact Name: <i>(if incorporated)</i>	
Operating Name:	
NHBPB Builder ID:	

Appellant Contact Information <i>(if incorporated, provide information for main contact person)</i>	
Address:	
Municipality:	Postal Code:
Email:	Daytime Phone Number:

Warning: Failure to advise the board of a change of contact information may result in your appeal being dismissed. Refer to section 24(3) of the Ministerial Regulation for details.

Agent Authorization <i>(leave blank if none)</i>	
Agent Name:	
Agent Address:	
Agent Municipality:	Agent Postal Code:
Agent Email:	Agent Phone Number:

Matter Under Appeal
Administrator's Office File No.
Decision/Order/Penalty No.
Date Received by Appellant: <i>(yyyy-mm-dd)</i>

For Official Use Only

New Home Buyer Protection Board

Property Details	
Street Address:	Municipality:
Short Legal Description:	
<input type="checkbox"/> The Appellant owns the property	<input type="checkbox"/> The Appellant does not own the property
If the Appellant does not own the property	
Name on Land Title Certificate:	Address:
Phone Number:	Email:

Grounds for Appeal
Explain what information you believe to be incorrect in the decision/order/penalty, if any.
Briefly explain the reason for appeal

Attachments

- Copy of decision/order/penalty attached
 Grounds for Appeal (*in a separate attachment*)
 Payment attached (*paper only*)
 Payment is not attached but will be received by the NHBPB within 7 days

Warning: Failure to pay the prescribed fee will result in the appeal being rejected.

Date (yyyy-mm-dd)

Print Name

Signature

Send completed forms to:

Email: nhbpbmail@gov.ab.ca

OR

New Home Buyer Protection Board
Alberta Municipal Affairs
1229 – 91 Street SW
Edmonton, AB
T6X 1E9