



Application for Rebate of Property Taxes for Vacancies in Commercial and Industrial Buildings

Taxation year for which the application is being made

MUNICIPAL USE ONLY
Application #

INSTRUCTIONS

- The **deadline for submitting applications is February 28 of the year following the taxation year** to which the application relates.
- Deliver this completed application to your local municipal office.
- Any person who knowingly makes a false or deceptive statement in this application is guilty of an offence and, upon conviction, is liable for a fine.
- To be eligible for a rebate, a building or portion of a building must satisfy the conditions described in Category 1 or Category 2 below.

Aussi disponible en français

ELIGIBILITY (Please check <input checked="" type="checkbox"/> to confirm eligibility)	
Category 1 - Buildings that are entirely vacant A whole commercial or industrial building will be eligible for a rebate if: <input type="checkbox"/> the entire building was unused for at least 90 consecutive days.	Category 2 - Buildings that are Partially Vacant A suite or unit within a commercial building will be eligible for a rebate if, for at least 90 consecutive days, it was: <input type="checkbox"/> unused; and <input type="checkbox"/> clearly delineated or physically separated from the used portions of the building; and either <input type="checkbox"/> capable of being leased for immediate occupation, or <input type="checkbox"/> undergoing or in need of repairs or renovations that prevented it from being available for lease for immediate occupation, or <input type="checkbox"/> unfit for occupation.
EXCLUSIONS A building or portion of a building will not be eligible for a rebate if:	
<ul style="list-style-type: none"> • it is used for commercial or industrial activity on a seasonal basis; • during the period of vacancy it was subject to a lease, the term of which had commenced; or • during the period of vacancy it was included in a sub-class for vacant land. 	
NOTE For complete information about eligibility and application requirements, please refer to section 364 of the <i>Municipal Act, 2001</i> and <i>Ontario Regulation 325/01</i> , as amended. Legislation and regulations may be viewed on the Government of Ontario's "e-laws" Web site at www.e-laws.gov.on.ca	
Return this completed application to: PO BOX 710 / 751 St-Jean St Casselman ON K0A 1M0	
Need more information? Contact us by: telephone at 613-764-3139 or by e-mail at info@casselman.ca	

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PROPERTY INFORMATION					
Address (Number and Street)			Roll Number - (See your Notice of Property Assessment or your property tax bill)		
City/Town/Municipality, etc.			0 3 0 2		
Province		Postal Code	Representative's/Agent's Name (Letter of Authorization signed by owner must accompany the returned form)		
Owner's Name					
Mailing Address (Number and Street)			Mailing Address (Number and Street)		
City/Town/Municipality, etc.		Province	Postal Code	City/Town/Municipality, etc.	
Province		Postal Code	City/Town/Municipality, etc.		Postal Code
Telephone Number		Fax Number		Telephone Number Extension	
Fax Number		Telephone Number		Fax Number	

Commercial	Industrial	Description of vacant area Include unit/suite number, floor number, building number. Please draw a sketch on page four.	Size of vacant area in sq. ft.	Period of Vacancy (must be at least 90 consecutive days)						MPAC USE ONLY		MUNICIPAL USE ONLY
				FROM	«YY-MM-DD»			TO	«YY-MM-DD»			Class
				Year	Month	Day	Year	Month	Day			
<input type="checkbox"/>	<input type="checkbox"/>											
<input type="checkbox"/>	<input type="checkbox"/>											
<input type="checkbox"/>	<input type="checkbox"/>											
<input type="checkbox"/>	<input type="checkbox"/>											

List continued on Page 2 (reverse).

APPLICANT - I certify that the information contained on all pages of this form and attachments is true and correct.		
Name of Applicant (Print)	Signature	Date «YY-MM-DD»
Position/Title	Do you have the authority to bind the corporation/owner and to certify that the information is true and correct? <input type="checkbox"/> Yes <input type="checkbox"/> No	
MPAC USE ONLY		
Name of assessor (Print)	Signature	Date
MUNICIPAL USE ONLY		
Name of Municipal Representative (Print)	Signature	Date

	Total from Page 2 (reverse)
	GRAND TOTAL



COMMERCIAL AND INDUSTRIAL VACANCY REBATE QUESTIONNAIRE

Taxation year for which the application is being made

MUNICIPAL USE ONLY
Application #

To facilitate the processing of your rebate application, the City requires that you answer and comply with the following as well as provide any additional information, which the Treasurer or the Assessment Program Manager may request regarding this application.

Roll Number - (See your Notice of Property Assessment or your property tax bill)

Aussi disponible en français

0 3 0 2 | | | | | | | | | | | | | | | | | | | | | |

1. Please state the reason for the vacancy (e.g. cessation of operations, termination of lease, etc.)

2. Is the vacancy due to the seasonal nature of the occupying business? Yes No

3. If this application is for part of a property, how is the vacant area separated from the area still in use?

4. Is the vacant area normally leased to tenants?
 Yes No

5. Is the vacant area currently leased?
 Yes No

6. Has the area been leased again after the period of vacancy?
 Yes No

7. Is the area leased on short term (daily or monthly basis)?
 Yes No

8. Does the owner for storage or any other purpose use the vacant area?
 Yes No

9. Is the space currently available for lease (if commercial space only)?
 Yes No

How is the availability being advertised?

Please provide contact name and number (e.g. real estate broker, if applicable).

10. What event marked the start of the vacancy period (e.g. renovation/retooling, line shutdown)?

11. When or by what event do you expect the vacancy to end (e.g. completion of renovation/retooling (estimated date), sale of property (2 - 3 months), upturn of business (time indefinite)?

12. In addition to answering the above questions, please provide a sketch, on the reverse side of this page, of the vacant floor area (indicate the square feet, floor level and room or suite number identifying the unit).

IMPORTANT NOTICE

Verification of all documentation submitted to the City will be strictly enforced. *The Municipal Act, 2001*, as amended stipulates:

"... -every person who is required to provide information under this section and who defaults in doing so is guilty of an offence and on conviction is liable to a fine of \$100 for each day during which the default continues". S.364 (10)

and further...." -any person who knowingly makes a false or deceptive statement in an application made to a municipality or in any other document submitted to a municipality under this section is guilty of an offence and is liable on conviction to a fine of not more than an amount that is twice the amount of the rebate obtained or sought to be obtained by the false or deceptive statement except that the fine shall not be less than \$500." S.364 (19)

