



**THE CORPORATION OF THE CITY OF SAULT STE. MARIE
APPLICATION FOR REBATE OF PROPERTY TAXES FOR
VACANT UNIT(S) IN COMMERCIAL PROPERTIES**

Date Received: _____

Property Tax Rebate

Taxation Year: _____

OFFICE USE ONLY

Date Sent to MPAC _____

Date Returned to Municipality _____

Important Information for the Property Owner – Please Read Carefully Before Completing Application

- A MAXIMUM OF 1 APPLICATION IS PERMITTED PER PROPERTY FOR EACH TAXATION YEAR. **Note:** The deadline to submit an application for a tax year is the last day of February of the following year. Late applications **will not** be eligible for a rebate.
- A COPY OF SKETCH OF THE FLOOR PLAN RELATING TO THE VACANT AREA **IS REQUIRED**. THE VACANT AREA MUST BE CLEARLY MARKED.
- APPLICATIONS MUST BE DELIVERED OR MAILED TO THE TAX DIVISION, 2ND FLOOR, CIVIC CENTRE, 99 FOSTER DRIVE, SAULT STE. MARIE, ON P6A 5X6. ONLY **ORIGINAL**, SIGNED APPLICATIONS WILL BE ACCEPTED.
- A PERSON WHO PURCHASES A VACANT PROPERTY DURING THE COURSE OF A YEAR MAY APPLY FOR VACANCY FROM THE DATE OF PURCHASE IF IT MEETS THE CRITERIA.
- A PERSON WHO HAS SOLD A VACANT PROPERTY DURING THE COURSE OF THE YEAR MAY APPLY FOR REBATE IF A LETTER OF DIRECTION IS OBTAINED FROM THE CURRENT OWNER AND PROVIDED TO OUR OFFICE. THIS LETTER WOULD STATE THAT THEY HAVE NO OBJECTION TO THE PREVIOUS OWNER RECEIVING A REBATE FOR SAID PERIOD OF VACANCY DURING PRIOR OWNERSHIP. IT SHOULD ALSO PROVIDE THE DATE RANGE OF VACANCY (MONTH/DAY/YEAR) AND PREVIOUS OWNER'S CURRENT MAILING ADDRESS.
- **TEMPORARY USE** – (SEE ELIGIBILITY FORM FOR COMPLETE REQUIREMENTS). A LETTER MUST BE PROVIDED WITH THE APPLICATION LAYING OUT THE TERMS OF THE TEMPORARY OCCUPANCY AND SIGN BY BOTH PARTIES.
- **VACANCY ELIGIBILITY FORM IS REQUIRED** WITH EACH APPLICATION.
- A PROPERTY AND/OR BUILDING MUST BE IN COMPLIANCE WITH ALL CITY OF SAULT STE. MARIE BY-LAWS.

DURING THE PERIOD OF VACANCY:

Was the property under assessment appeal? <input type="checkbox"/> Yes <input type="checkbox"/> No	Was the vacant area being used for storage or any other purpose? <input type="checkbox"/> Yes <input type="checkbox"/> No
Was the vacant area used on a seasonal basis? <input type="checkbox"/> Yes <input type="checkbox"/> No	Was the vacant area being offered for lease? <input type="checkbox"/> Yes <input type="checkbox"/> No
Was the vacant area being leased to a tenant? <input type="checkbox"/> Yes <input type="checkbox"/> No	Was this property purchased/sold by the applicant? (If so, see above) <input type="checkbox"/> Yes <input type="checkbox"/> No
Was the vacant area being temporarily used? (If so, see above) <input type="checkbox"/> Yes <input type="checkbox"/> No	

Property Address (Number and Street)			Tax Roll Number (Refer to your Property Assessment Notice or Property Tax Bill)		
City/Town/Municipality SAULT STE. MARIE		Prov. ON	5761/_____/_____/_____/_____/_____		
Owner's Name			Representative's/Agent's Name (if applicable) (Letter of Authorization signed by owner must accompany the returned form)		
Mailing Address (Number and Street)					
City/Town/Municipality		Prov.	Postal Code		
City/Town/Municipality		Prov.	Postal Code		
Phone Number: ()	Fax Number or Email: ()		Phone Number: ()	Fax Number or Email: ()	

I certify that the information contained in this application and attachments is true and correct.

Name of Applicant (print)	Signature	Date
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The information on this form is collected under the authority of Section 364 of the *Municipal Act, 2001*, and Ontario Regulations 325/01 and will be used only for the purpose of determining eligibility for a property tax rebate in respect of vacant buildings. Any person who knowingly makes a false or deceptive statement in this application is guilty of an offence and, upon conviction, is liable to a fine.

Commercial	Description of Vacant Area Include: - Unit/Suite Number - Floor Number - Building Number	Size of Vacant Area (Sq. Ft.)	Period of Vacancy Must be at least 90 consecutive days		MPAC USE ONLY		
			DATE FROM	DATE TO	RTC/RTQ	Phased In Value of Eligible Vacant Area	CVA of Whole Property By Tax Class
<input type="checkbox"/>		SQ. FT.	MM/DD/YY	MM/DD/YY			
<input type="checkbox"/>		SQ. FT.	MM/DD/YY	MM/DD/YY			
<input type="checkbox"/>		SQ. FT.	MM/DD/YY	MM/DD/YY			
<input type="checkbox"/>		SQ. FT.	MM/DD/YY	MM/DD/YY			
<input type="checkbox"/>		SQ. FT.	MM/DD/YY	MM/DD/YY			
<input type="checkbox"/>		SQ. FT.	MM/DD/YY	MM/DD/YY			

MPAC USE ONLY – Assessor's Comments	Name of Assessor (Print)	Signature of Assessor	Date
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For complete information regarding eligibility and application requirements, please refer to Section 364 of the *Municipal Act, 2001*, and Ontario Regulation 325/01, or to the Ministry of Finance bulletin entitled *Property Tax Rebates for Vacant Commercial and Industrial Buildings*, or contact your local municipality.

