

THE CORPORATION OF THE CITY OF ELLIOTTSVILLE  
**Application for Rebate of Property Taxes  
 for Vacancies in Commercial and Industrial Buildings**

Taxation year for which the application is being made <b>2006</b>
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.

**ELIGIBILITY** (Please check  to confirm eligibility.)

**Category 1 - Buildings that are Entirely Vacant**

A whole commercial or industrial building will be eligible for a rebate if:

- 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:

- unused; and
- clearly delineated or physically separated from the used portions of the building; and
- either  capable of being leased for immediate occupation, or
  - undergoing or in need of repairs or renovations that prevented it from being available for lease for immediate occupation, or
  - unfit for occupation.

A portion of an industrial building will be eligible for a rebate if, for at least 90 consecutive days, it was:

- unused; and
- clearly delineated or physically separated from the used portions of the building.

**Exclusions**

A building or portion of a building will not be eligible for a rebate if:

- 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, refer to section 442.5 of the *Municipal Act* and Ontario Regulation 325/01.

For general information about the rebate program, you may refer to the Ministry of Finance bulletin entitled "Property Tax Rebates for Vacant Commercial and Industrial Buildings." This bulletin is available on the internet at [www.gov.on.ca/f/in](http://www.gov.on.ca/f/in).

**PROPERTY INFORMATION**

Address (Number and Street)

Roll Number (See your notice of property assessment or your property tax bill, or contact your local municipality.)

City/Town/Municipality, etc.	Province	Postal Code	Roll Number
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Owner's Name	Representative's/Agent's Name (if applicable)
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Mailing Address (Number and Street)	Mailing Address (Number and Street)
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City/Town/Municipality, etc.	Province	Postal Code	City/Town/Municipality, etc.	Province	Postal Code
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Phone Number ( ) ( )	Fax Number ( ) ( )	Phone Number ( ) ( )	Fax Number ( ) ( )
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Commercial Industrial	Description of Vacant Area (Include unit/suite number, floor number, building number. Attach sketch if necessary.)	Size of Vacant Area in Sq. Ft.	Period of Vacancy (Must be at least 90 consecutive days.)						MPAC USE ONLY Assessment	MUNICIPAL USE ONLY Amount of Tax Rebate
			FROM day	month	year	TO day	month	year		
<input type="checkbox"/>		sq. ft.								
<input type="checkbox"/>		sq. ft.								
<input type="checkbox"/>		sq. ft.								
<input type="checkbox"/>		sq. ft.								
<input type="checkbox"/>		sq. ft.								

List continued on Page 2

I certify that the information contained in all pages of this form and attachments is true and correct.

Name of Applicant (print)	Signature	Date	Total from Page 2
MPAC USE ONLY Name of Assessor (print)	Signature	Date	
MUNICIPAL USE ONLY Name of Municipal Representative (print)	Signature	Date	
			GRAND TOTAL

The information on this form is collected under the authority of section 442.5 of the *Municipal Act* and Ontario Regulation 325/01 and it will be used only for the purposes of determining eligibility for a property tax rebate and the amount of the rebate in respect of vacant commercial and industrial buildings. Questions about the collection of personal information should be directed to your local municipal office.



THE CORPORATION OF THE CITY OF ELLIOT LAKE

QUESTIONNAIRE WITH RESPECT TO PROVIDING ADDITIONAL  
INFORMATION UNDER SECTION 442.5 PROCESSING OF APPLICATIONS  
FOR TAX REDUCTION DUE TO VACANCY

1. Please state the type of business / activity usually conducted on property indicated on the application.

_____ _____ _____
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2. Please state the reason for the vacancy (eg. Cessation of operations, termination of lease, etc...)

_____ _____ _____
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3. Is the vacancy due to the seasonal nature of the occupying business?

_____ _____ _____
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4. If this application is for a portion of the property, how is the vacant area separated from the area still in use? What percentage of the building is being claimed as being vacant? (Attach a sketch of the vacant portion of the building being claimed.)

_____ _____ _____
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5. Is the vacant area normally leased to tenants?

_____ _____ _____
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6. Is the vacant area currently being leased? (Please submit copy of lease agreement)

_____ _____ _____
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7. Has the area been leased again after the period of vacancy? (Please submit copy of lease agreement)

\_\_\_\_\_  
\_\_\_\_\_

8. Is the area leased on a short-term, daily or monthly basis?

\_\_\_\_\_  
\_\_\_\_\_

9. Is the vacant area used by the owner for storage or any other purpose?

\_\_\_\_\_  
\_\_\_\_\_

10. Is the space currently available for lease (if commercial space only)? How is the availability being advertised? Provide a contact name and number of a Real Estate Broker, if applicable.

\_\_\_\_\_  
\_\_\_\_\_

11. What event marked the start of the vacancy period? (eg. Renovation/retooling, line shutdown, etc...)

\_\_\_\_\_  
\_\_\_\_\_

12. When or by what event do you expect the vacancy to end? (eg. Completion of renovation, sale of property, upturn of business, etc...)

\_\_\_\_\_  
\_\_\_\_\_

(Note: Please submit additional pages of explanation with the questionnaire if more room is required.)

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**Any person who knowingly makes false or deceptive statement in an application or other document submitted to the Municipality is guilty of an offence and is liable on conviction to a fine of 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.**

I HEREBY CONFIRM THAT THE INFORMATION PROVIDED IN THE APPLICATION AND THIS QUESTIONNAIRE IS TO THE BEST OF MY KNOWLEDGE ACCURATE, TRUTHFUL AND COMPLETE, and I HEREBY AUTHORIZE THE RELEASE OF ANY INFORMATION FROM THE MUNICIPAL PROPERTY ASSESSMENT CORPORATION REGARDING THE CALCULATION OF THE OF THE ASSESSED VALUE OF THE PROPERTY IN THE APPLICATION.

SWORN (OR AFFIRMED) BEFORE ME AT \_\_\_\_\_

This \_\_\_\_\_ day of \_\_\_\_\_, 200\_\_\_\_\_

\_\_\_\_\_  
A Commissioner for Taking of Affidavits (or as may be)

\_\_\_\_\_  
Signature of Applicant