



APPLICATION FOR REBATE OF PROPERTY TAXES FOR VACANCIES IN COMMERCIAL AND INDUSTRIAL BUILDINGS

Property Information

<p>INSTRUCTIONS</p> <p>A total of two applications per class per property may be remitted each taxation year.</p> <p>Interim: an application covering the first six months of the year can be submitted between July 1 and July 31 in the taxation year to which the application relates.</p> <p>Final: MUST be received in the Tax Office commencing January 1 but not later than February 28 of the year following the latter year to which the application relates. These applications can be either for the last six months of the year; for the entire taxation year; or for applications that span from one taxation year to another in order to meet the 90-day requirement. Faxed copies of applications will be accepted by the deadline, however the original application must be remitted in order to be processed.</p> <p>Faxed copies of applications will be accepted by the deadline, however the original application must be remitted in order to be processed.</p> <ul style="list-style-type: none"> 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. 	<p>Taxation year for which the application is being made:</p> <p>Application Type: Interim <input type="checkbox"/> Final <input type="checkbox"/></p> <p>Municipal Use Only Application #:</p>
--	--

ELIGIBILITY (Please check to confirm eligibility)

<p>Category 1 – Buildings that are Entirely Vacant</p> <p>A whole commercial or industrial building will be eligible for rebate if: <input type="checkbox"/> the entire building was unused for at least 90 consecutive days.</p> <p>EXCLUSIONS: A building or portion of a building will not be eligible for a rebate if:</p> <ul style="list-style-type: none"> it is used for commercial or industrial activity on a seasonal basis; it is leased to a tenant who is in possession of the leasehold interest throughout the period of time; or during the period of vacancy it was included in a sub-class for vacant land. <p>Note:</p> <ul style="list-style-type: none"> For complete information about eligibility and application requirements, please refer to section 364 of the Municipal Act, 2001 and Ontario Regulation 325/01. For general information about the rebate program, you may refer to the Ministry of Finance bulletin “Property Tax Rebates for Vacant Commercial and Industrial Buildings”. This bulletin is available on the Internet at: www.fin.gov.on.ca/en/publications/bulletins/frost_01ibvacancy.html 	<p>Category 2 – Buildings that are Partially Vacant</p> <p>A suite or unit within a commercial building will be eligible for a rebate if, for at least 90 consecutive days, it was:</p> <ul style="list-style-type: none"> unused; and clearly delineated or physically separated from the used portions of the building; and <p><i>Either:</i></p> <ul style="list-style-type: none"> capable of being leased for immediate occupation undergoing or in need of repairs or renovations that prevented it from being available for lease or immediate occupation, or unfit for occupation. <p><i>A portion of an industrial building will be eligible for a rebate if, for least 90 consecutive days, it was:</i></p> <ul style="list-style-type: none"> unused; and clearly delineated or physically separated from the used portions of the building.
--	---

Need more information?
 Contact us by:

- Telephone at 705-742-7777 Extension 1865
- Email: tax@peterborough.ca
- Fax: 705-748-8839

Return this completed application (original only – no faxes) to:
City of Peterborough, Taxation Office
City Hall, 500 George Street North
Peterborough, Ontario, K9H 3R9
Attn: Commercial/Industrial Vacancy Rebates

PROPERTY INFORMATION			
Address (Number and Street)		Roll Number (see your Notice of Assessment, your property tax bill, or contact the Tax Office)	
City	Province	Postal Code	15 14 - _____ - _____ - _____
Owner's Name		Representative's/Agent's Name (if applicable)	
Mailing Address (Number and Street)		Mailing Address (Number and Street)	
City	Province	Postal Code	City
Telephone Number	Fax Number	Telephone Number	Fax Number
()	()	()	()
Email Address			

Commercial	Industrial	Description of Vacant Area Include unit/suite number, floor number, building number, and sketch on page 4	Size of Vacant Area in Square Feet	Period of Vacancy (must be at least 90 consecutive days)		MPAC Use Only	
				From Year/Month/Day	To Year/Month/Day	Class	Assessment
<input type="checkbox"/>	<input type="checkbox"/>						
<input type="checkbox"/>	<input type="checkbox"/>						
<input type="checkbox"/>	<input type="checkbox"/>						

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	Total from Page 2 (reverse) <input style="width: 50px; height: 30px;" type="text"/>
Position Title	Do you have authority to bind the corporation/owner and to certify that the information is true and correct? Yes <input type="checkbox"/> No <input type="checkbox"/>			
MPAC USE ONLY Name of Assessor (Print)		Signature	Date	Grand Total <input style="width: 50px; height: 30px;" type="text"/>
Municipal USE ONLY Name of Municipal Representative (Print)		Signature	Date	



COMMERCIAL AND INDUSTRIAL VACANCY REBATE QUESTIONNAIRE

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 may request regarding this application.

Roll Number (see your Notice of Assessment, your property tax bill, or contact the Tax Office)

15 14 - _____ - _____ - _____ - _____

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 a building that is partially vacant, how is the vacant area separated from the area still in use?

4. Is this vacant area normally leased to tenants?

Yes No

5. Has the area been leased again after the period of vacancy?

Yes No

If Yes, attach a copy of the new lease.

6. Has the property been leased previously?

Yes No

If Yes, please attach a copy of the previous lease and name and address of tenant.

7. Is the area leased on short term (daily or monthly) basis?

Yes No

8. Does the owner use the vacant area for storage or any other purpose?

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, tenant moved out). Please provide copy of previous lease and name/address of tenant.

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), new tenant).

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 square feet, floor level and room or suite number identifying the unit).

IMPORTANT NOTICE

Verification of all documents submitted to the City will be strictly enforced. The Municipal Act, 2001 S.O., c. 25 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).

