



**APPLICATION for REBATE of PROPERTY TAXES
for Vacancies in Commercial and Industrial Buildings**

Fax 905-771-2501

Please print the following:

TAX ROLL NUMBER: 1938 _ _ - _ - _ _ _ - _ _ _ _ _ - _ _ _ _ _

TAXATION YEAR _____

PROPERTY LOCATION: _____

- ❖ The deadline for submitting an application is **February 28th** of the year following the taxation year to which the application relates. A vacancy application must be received by the due date by the Town of Richmond Hill, 225 East Beaver Creek Richmond Hill, ON L4B 3P4 to the attention of Tax and Assessment Administrator. Failure to do so will result with automatic disqualification.
- ❖ Under Ontario Regulation 325/01 as amended, and further to Section 364 of the Municipal Act, S.O. 2001, the municipality has the right to request evidentiary requirements as part of this application. Please refer to Page 2 for those requirements. Please note: this application will not be processed if these requirements are not met.
- ❖ For the purpose of determining the proper amount of any rebate payable under this section, the municipality may, by letter sent by mail, served personally or delivered by courier, require the owner or manager of a property referred to in an application under this section to provide any relevant information or produce any relevant records within such reasonable time as is set out in the letter.
- ❖ 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 \$500.00.
- ❖ To be eligible for a rebate, a building or portion of a building must satisfy the conditions described in Category 1 or Category 2 , as outlined below:

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 suite or unit within a *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
Seasonal Property
 Businesses that operate on a seasonal basis are not eligible for a rebate for the seasons they are closed.

Leased Property
 Buildings or portions of buildings that are vacant but are leased to a tenant, whether occupied or not, are not eligible.

Vacant Land Sub-class
 Buildings that are included in a vacant land sub-class (e.g., new buildings that have never been occupied) are not eligible.

OWNER'S NAME: _____ **PHONE #** _____ **FAX #** _____

MAILING ADDRESS: _____

TOWN/CITY PROVINCE POSTAL CODE

REPRESENTATIVE'S/AGENT NAME: _____ **PHONE #** _____ **FAX #** _____
 (if applicable)

MAILING ADDRESS: _____

TOWN/CITY PROVINCE POSTAL CODE

SIGNED BY: _____ **DATE:** _____
 (must be signed to process application)

