



Taxation Year Applied for: <b>2017</b>
Municipal Use Only App #

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

### Instructions

- The deadline for submitting applications is **the last day of March** of the following year to which the application relates. Late applications **will not** be eligible for the rebate.
- Final applications may be made once per year per property (interim applications **will not** be accepted).
- Applications must be submitted by the owner of the property or authorized agent. If the application is being filled out on behalf of a property owner, it must be accompanied by a **current letter of authorization (LOA)**.
- Applications may be subject to a site audit and inspection in order to confirm vacancy and applications will be deemed ineligible if the request to inspect the property is not granted within 30 days of the request.
- **A prior owner** may apply for a rebate if a letter of undertaking is obtained from the current owner and submitted with the application providing consent for the previous owner receiving a rebate. The letter must provide date range (month/day/year) and previous owners mailing address. Otherwise vacancy rebates are credited to the property that is entitled to the rebate. It is up to the parties involved to make arrangements for the refund of the rebate.
- **Options for delivery:**
  - **Print & E-mail** to: [vacancyrebates@ottawa.ca](mailto:vacancyrebates@ottawa.ca) (one application per email and one application per roll number);
  - **Mail** to: City of Ottawa, Revenue Branch, 100 Constellation Drive, 4<sup>th</sup> Floor East, Ottawa ON K2G 6J8, Att: Commercial/Industrial Vacancy Rebates; or
  - **Deliver** the completed application to your local Client Service Centre.
- **Contact us** for more information, by phone at 613-580-2444 or by email at [vacancyrebates@ottawa.ca](mailto:vacancyrebates@ottawa.ca)
- Interest shall begin to accrue 60 days after the day the City receives the final confirmed determination of value for the eligible property from the Municipal Property Assessment Corporation (MPAC).
- **Applications will be ineligible if false or inaccurate information is provided.**

### Property information

Property Address:			Tax Roll Number (refer to tax bill) <b>0614 - - - - - 0000</b>		
City <b>Ottawa</b>	Province <b>ON</b>	Postal Code	Representative's/Agent's Name (LOA signed by owner must be attached)		
Owner's Name			Mailing Address (Number and Street)		
City/Town/Municipality	Province	Postal Code	City/Town/Municipality	Province	Postal Code
Telephone Number		Email Address	Telephone Number		Email Address
<p><b>Applicant – I certify that the information contained on all pages of this application and attachments are true and correct. 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.</b></p>					
Name of Applicant		Signature		Date YY/MM/DD	

Do you have the authority to bind the corporation/owner and to certify the information is true and correct?

- Yes
- No

Tax Roll Number (refer to tax bill)  
0614 - \_ \_ \_ - \_ \_ \_ - \_ \_ \_ \_ - 0000

**Eligibility criteria**

To be eligible for a rebate, a building or a portion of a building must satisfy the conditions described in below categories (Please check the applicable boxes):

**Category 1 – Commercial & Industrial buildings that are entirely vacant:**

The entire building was not used for any purpose for at least 90 consecutive days in the calendar year.

**Category 2 – Commercial & Industrial buildings that are partially vacant:**

The portion of the building was not used for any purpose for at least 90 consecutive days in the calendar year; **and**

The vacant portion of the building was not used and was separated by permanent or semi-permanent physical barriers from any portion of the building that was used;

**and for both Category 1 and Category 2**

The vacant portion of the building is greater than 1,000 contiguous square feet;

**And Either**

- Capable and available of being leased for immediate occupation (please provide supporting documentation); **or**
- Undergoing or in need of repairs, renovations, or construction that prevented it from being available for lease for immediate occupation.

**Category 3 – Property Standards:**

Does the vacant portion of the building or structure support an occupancy permit?

- Yes
- No

Is the property in compliance with Property Standards By-law 2013-416?

- Yes
- No

Is the property in compliance with Zoning By-law 2008-250 (as amended)?

- Yes
- No

Is the property in compliance with Property Maintenance By-law 2005-208 (as amended)?

- Yes
- No

Is the property in compliance with the Graffiti Management By-law 2008-1 (as amended)?

- Yes
- No

Is the property in compliance with the Building Code Act/Regulations?

- Yes
- No

Is the property in compliance with the Fire Protection and Prevention Act/Regulations?

- Yes
- No

**Category 4 – Exclusions:**

Does the application relate to a vacant space as a result of seasonal business?

- Yes
- No

Was the vacant space subject to a lease during the vacancy period?

- Yes
- No

Is the vacant space included in a subclass for vacant land?

- Yes
- No

Does the property have an outstanding property standards order at the deadline date?

- Yes
- No

Was the property or structure subject to a strike, a lockout or other labour disruption during the claimed vacancy period?

- Yes
- No

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

Tax Roll Number (refer to tax bill)  
0614 - \_ \_ - \_ \_ - \_ \_ - \_ \_ - 0000

Currently Leased	Currently Vacant	Description of Vacant Area: Include unit / suite number, floor number, building number, etc. (Mandatory: Sketch of area must be included with application)	Size of Vacant Area in sq. ft.	Period of Vacancy (must be at least 90 consecutive days)		MUNICIPAL USE ONLY  Amount of tax rebate
				From: YY/MM/DD	To: YY/MM/DD	

The information on this form is collected under the authority of Section 364 of the Municipal Act, 2001 and Ontario Regulation 325/01, as amended (based on Council approval and pending approval with the Ontario Ministry of Finance) and it will be used only for the purpose 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 the Program Manager, Tax Billing & Control (see contact information above).

## 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 or the Program Manager, Tax Billing & Control may request regarding this application.

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1. Please state the reason for the vacancy. If previously leased, attach most current lease agreement, name of lessee and phone number, and documentation showing the last day the tenant occupied the space, i.e. letter of intent to vacate, a notice of eviction, or a court order.
2. Is the area leased on a short term (daily or monthly) basis?
3. If the space is currently available, please attach a copy of the real estate agents' listing agreement or a copy of the advertisement.
4. If the space is still vacant but not available, please explain why and when you expect the vacancy to end.
5. Is the area used for storage or any other purpose?
6. Please attach an up-to-date floor plan relating to the vacant area including the square feet, floor level and room/suite number to identify the unit(s).
7. If this application is for part of a property, how is the vacant area separated from the area still in use?
8. If the area has been leased since the vacancy, please provide a copy of subsequent lease.

Applications must be supported by evidence that sets out the vacancy period and the square footage of the vacant area for the subject property, in order to demonstrate that eligibility requirements have been met.

**Failure to provide sufficient proof will result in the application being rejected.**

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