



Town of Richmond Hill
225 East Beaver Creek, P O Box 300,
Richmond Hill On L4C 4Y5
www.richmondhill.ca

DATE STAMP
MUNICIPAL USE ONLY

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

Enter Taxation year for which the
application is being made: _____

INSTRUCTIONS:

- ❖ The deadline for submitting applications is **February 28th** of the year following the taxation year to which the application relates. FAILURE TO DELIVER BY THE DUE DATE 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.
- ❖ Deliver this completed application to the Town of Richmond Hill Municipal offices, 225 East Beaver Creek, P O Box 300, Richmond Hill On L4C 4Y5; Attention: Assessment Administrator
- ❖ 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.

PROPERTY INFORMATION:

PROPERTY LOCATION (no. and street): _____

TAX ROLL NUMBER: 19 - 38 - __ - __ - ____ - ____ - ____

OWNER'S NAME: _____

MAILING ADDRESS (no. and street): _____

TOWN/CITY: _____ PROVINCE: _____ POSTAL CODE: _____

PHONE NUMBER: _____ FAX NUMBER: _____

REPRESENTATIVE'S / AGENT NAME (if applicable): _____

MAILING ADDRESS (no. and street): _____

TOWN/CITY: _____ PROVINCE: _____ POSTAL CODE: _____

PHONE NUMBER: _____ FAX NUMBER: _____

SIGNED BY: _____ DATE: _____

