

APPLICATION FOR PROPERTY TAX REBATE FOR THE YEAR _____

APPLICABLE FOR VACANT UNITS IN COMMERCIAL AND INDUSTRIAL PROPERTY

Application Period: Interim (partial year: Jan.-June)

Final (partial year: July- Dec.)

-OR- Full Year

The deadline for submitting applications is the last day of February of the year following the taxation year to which the application relates.

For more complete information on eligibility, deadlines and application requirements please refer to the second page of this application.

Applications must be mailed or hand delivered to the Township of Cavan Monaghan, 988 County Road 10, Millbrook, Ontario L0A 1G0

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.

Please Print

Property Address (number, street, municipality)		Roll Number				
Name of Assessed Owner		Daytime Phone #	Daytime Fax #			
Mailing Address of Assessed Owner					Postal Code	
Name of Applicant/Owner's Agent		Daytime Phone #	Daytime Fax #			
Mailing Address of Applicant/Owner's Agent					Postal Code	
Application Date			I certify that the information contained in this Application is true and correct. Signature of Applicant:			
Office Use Only						
Description of Vacant Area Including unit/suite, floor, And building number (attach sketch if necessary)	Size of Vacant Area (sq. ft.)	Period of Vacancy (at least 90 consecutive days)	Commercial	Industrial	Assessment of Eligible Property (MPAC use only)	Amount of Tax Rebate (City use only)
From To	=	=				
From To	=	=				
From To	=	=				
Total	* If insufficient space, attach additional list					
Name of Municipal Representative		Name of Assessor (please print)			Signature of Assessor	
Date Returned to the Cavan Monaghan:		Date of Refund				

Important Information for the Property Owner-Please Read Before Completing Application

The information on this form is collected under the authority of section 442.5 of the Municipal Act and Ontario Regulation 325/01 and will be used only for the purposes of determining eligibility for a property tax rebate in respect of vacant commercial and industrial buildings. Questions about the collection of personal information should be directed to the Township of Cavan Monaghan, Finance Department.

Application for Rebate of Property Taxes

ELIGIBILITY

To be eligible for a rebate, a building or portion of a building must satisfy the conditions described below. Please check to confirm eligibility.

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.

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 not capable of being leased for immediate occupation because it was undergoing or in need of repairs or renovations, or was 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

Determination of Vacancy Eligibility after October 3rd In Any Year

If the property or portion of a property, which satisfies eligibility, commenced being vacant after October 3rd in a taxation year, the following will apply:

1. Calculate eligibility to satisfy 90 consecutive days criteria (i.e. Oct 4/12- Jan 1/13=90 days)
2. Determine which taxation year applies (property not eligible until 90 consecutive days met) therefore eligibility met in 2012.
3. File application pursuant to number of applications allowed and deadlines provided, see below.

Exclusions

1. Seasonal Property: Businesses that operate on a seasonal basis are not eligible for a rebate for the seasons they are closed.
2. Leased Property: Buildings or portions of buildings that are vacant but are leased to a tenant are not eligible for a rebate.
3. 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 for a rebate.
4. Taxes on property assessed as residential or multi-residential are NOT applicable.

APPLICATIONS- CONTENTS AND PROCEDURES

Property owners may submit a maximum of two applications per property per year. Specifically, they may submit either:

1. One application in respect of all vacancies that occurred on a property during the entire tax year. The deadline to submit applications for a tax year is the last day of February of the following year. (For example, for the 2012 tax year, the deadline to submit applications is February 28, 2013) -or-
2. a) one application in respect of the vacancies that occurred during the first six months of the year to be filed after June 30th in the year
b) and a second application for vacancies that occurred during the last six months of the year. The deadline to submit applications for a tax year is the last day of February of the following year.

If a property owner receives a notice of omitted assessment from the Municipal Property Assessment Corporation (MPAC) after a tax year, the deadline to submit an application for a rebate is 90 days after the date of issuance of the notice of omitted assessment.

Processing Applications

Applications will be processed through the following steps:

1. Property owner or authorized representative submits an application to the local municipality.
2. Municipality forwards a copy of the application to MPAC.
3. MPAC determines the assessed value that is attributable to the vacant area.
4. MPAC notifies the municipality of the value of the eligible vacant property.
5. Municipality calculates rebate and notifies property owner. Rebates may be issued as a credit against outstanding tax liability or through direct payment to the property owner.

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/FIN

