



35 Alice Street, P.O. Box 189
Brighton, Ontario, K0K 1H0
(P) 613-475-0670 (F) 613-475-3453 (E) general@brighton.ca

NOTICE TO REALTORS, APPRAISERS, AND LEGAL OFFICES

In order to ensure excellent customer service and mutual client satisfaction, we have found it necessary to make changes in the way that information is provided to outside organizations.

Property information regarding ownership, assessment, legal description and taxes is available on the property tax bill. We are requesting that all realtors, appraisers, and legal offices make **every effort possible** to obtain information from the property owner. In circumstances where the required information cannot be obtained from the property owner (e.g. estate sales, taxes paid by mortgage co., etc.) we require that you use the attached "**Municipality of Brighton Property Inquiry Request**" form.

In order to expedite your request, you are required to complete the necessary information (including roll number and owner's signature) and send the form, along with the appropriate payment to the Municipality of Brighton. Please note that there are no fees associated with requests for general property information available on the returned assessment rolls, and these requests may be faxed to our office at 613-475-3453.

As planning, zoning and lot size information is not available on the tax bill, the **property owner or agent** may contact the planning office at 613-475-1162 for verbal general information without charge. Fees for Zoning & Compliance letters are applicable as indicated on the attached form. Please be aware that planning & building staff are not always available on a walk-in basis, and it may be necessary to leave a detailed message or make an appointment.

Information of a personal, financial, or legal nature is protected under the *Municipal Freedom of Information and Protection of Privacy Act, RSO 1990, Chapter M.56*, and disclosure of such information requires the written authorization of the property owner at the bottom of this form.

Please ensure that all employees or agents receive copies of the enclosed form for all future inquiries. Copies of the Property Inquiry Request form may be downloaded from the tax section of the municipal website at www.brighton.ca. Your assistance in this matter is greatly appreciated.

Property Tax Administration

MUNICIPALITY OF BRIGHTON PROPERTY INQUIRY REQUEST

Complete this form in full for each separate property. Forms not fully completed and/or not accompanied by the required fee will be returned unanswered. Please forward this form with the appropriate fee to: **Municipality of Brighton, 35 Alice St., P.O. Box 189, Brighton, ON, K0K 1H0.** A minimum of 1-2 weeks is required for processing. Please note that any property information requested other than that provided on the returned roll requires the **written authorization of the property owner** below.

INFORMATION REQUESTED BY: Your Reference Number _____
 Firm Name: _____
 Contact: _____
 Address: _____ Fax No. _____
 City: _____ Postal Code: _____ Phone No. _____

DESCRIPTION OF PROPERTY:
 Property Address: _____
 Legal Description: _____
 Present Owner: _____
 Proposed Owner (if applicable): _____ Closing Date: _____
 Roll No.: _____ Date Information is Required: _____

CURRENT USE OF SUBJECT LANDS: (Check the appropriate box and provide the necessary information.)

- | | | |
|---|--|---|
| <input type="checkbox"/> Single Family Detached | <input type="checkbox"/> Multiple (apt) Dwelling | <input type="checkbox"/> Commercial/Residential |
| <input type="checkbox"/> Semi-detached Dwelling | <input type="checkbox"/> Converted (to apt) Dwelling | <input type="checkbox"/> Industrial Land Use |
| <input type="checkbox"/> Duplex Dwelling | <input type="checkbox"/> Commercial Land Use | <input type="checkbox"/> Institutional Land Use |

For Non-residential property, please specify the current uses (ie. retail, office, manufacturing, storage, etc.):

1. Tax Certificate	\$35		5. Lot or Agreement Releases (Clerk) *plus legal fees	\$50	*
2. Permit Status/Work Order (Bldg Dept)	\$35		6. Work Order (Fire Dept)	\$35	
3. Planning & Zoning Information	\$35		7. Fire Dept. Inspection & Report (enter fee from #7 below)	\$75	
4. Planning & Zoning/Conformity check (requires submission of survey to scale)	\$35		8. Other information (please specify).		

INFORMATION REQUESTED: (Check appropriate boxes and include fee payable to Municipality of Brighton)

1. **Tax Certificate** is a statement regarding existing tax arrears, current year taxes, current local improvement charges, and any pending local improvements.
2. **Permit Status & Work Orders (Building Dept)** is a statement regarding status of current building permits and current outstanding work orders or known violations applying to the subject lands issued by the Municipality's Chief Building Official and By-law Enforcement Officer pursuant to the Ontario Building Code, and the Property Standards, Weed, Zoning, Sign, or Swimming Pool Fencing By-laws.
3. **Planning & Zoning Information** is a statement regarding the current official plan designation and zoning category, development agreements, and the Heritage Act.
4. **Planning & Zoning Information with Conformity Check:** Planning staff reviews survey provided with a request (must be to scale and not photo-reduced) to ascertain compliance with frontage, area, building setback and similar requirements; full compliance with all zoning requirements cannot be confirmed.
5. **Lot or Agreement Releases** is a request to the municipal Clerk for issuance of standard lot or agreement releases by the municipality upon satisfactory completion of the terms of the agreement by the parties to the agreement.
6. **Work Orders (Fire Dept)** is a statement regarding current outstanding work orders or known violations applying to the subject lands issued by the Municipality's Fire Dept. pursuant to the Ontario Building & Fire Codes, Fire Marshals Act, or the Smoke Detector, Fire Route, or other Municipal By-laws pertaining to fire safety.
7. **Requested Inspection with Report (Fire Dept)** is a report based on a field inspection of the property by the Fire Prevention Division to ascertain compliance with Fire Code requirements. Fees to be entered in Part 7 above are: Inspection (max. 2 hrs) \$40.00; any inspection requiring more than two visits will be charged an additional fee of \$25.00 per hour.
8. **Other Information** – Please list the information that you require. There is no charge for general property information available on the returned roll, and you may fax these requests to 613-475-3453. However, any further information requires the written authorization of the property owner at the bottom of this form.

The information on this form is gathered in accordance with various statutes of the Province of Ontario. This form will be used by the municipality for administrative purposes and will be distributed to the appropriate department as necessary. All information of a personal or private nature is protected by the Municipal Freedom of Information and Protection of Privacy Act, RSO 1990, Chapter M. 56. Any or all of the information contained on this form may be subject to disclosure under the Act if circumstances warrant. Questions should be directed to the municipal Clerk.

Please provide the above applicant with property information as requested.		

Signature of Property Owner	Name (please print)	Date

FOR OFFICE USE ONLY Required Fee: _____ Amount Received: _____ Roll No. _____						
Dept.	Clerk	Planning	Engineering	Building	Fire	Tax