



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

TAXATION YEAR :
APPLICATION # :

INSTRUCTIONS

- The deadline for submitting applications is February 28 of the year following the taxation year to which the application relates.
- Applications may be made a maximum of twice per year per property (once per year or semi-annually).
- Send this completed application to: Municipality of Brighton, 35 Alice St., P.O. Box 189, Brighton, ON, K0K 1H0 (Ph: 613-475-0670)
- 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.
- To be eligible for a rebate, a building or portion of a building must satisfy the conditions described in Category 1 or Category 2 below.
- NOTE: For complete information about eligibility and application requirements, refer to section 364 of the Municipal Act, S.O. 2001, C.25. 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.

<p>ELIGIBILITY : (Please mark [X] to confirm eligibility)</p>	<p>Category 2 – Partially Vacant Buildings – (Continued) : A portion of an industrial building will be eligible for a rebate if, for at least 90 consecutive days, it was :</p> <p><input type="checkbox"/> not used for any purpose; and</p> <p><input type="checkbox"/> clearly delineated or physically separated from the used portions of the building.</p>
<p>Category 1 – Buildings that are Entirely Vacant : A whole commercial or industrial building will be eligible for a rebate if :</p> <p><input type="checkbox"/> the entire building was not used for any purpose for at least 90 consecutive days.</p>	<p>EXCLUSIONS : A building or portion of a building will not be eligible for a rebate if :</p> <p><input type="checkbox"/> It is used for commercial or industrial activity on a seasonal basis;</p> <p><input type="checkbox"/> During the period of vacancy, it was subject to a lease, the term of which had commenced; or</p> <p><input type="checkbox"/> During the period of vacancy it was included in a subclass for vacant land.</p>
<p>Category 2 – Partially Vacant Buildings : A suite or unit within a commercial building will be eligible for a rebate if, for at least 90 consecutive days, it was :</p> <p><input type="checkbox"/> not used for any purpose; and</p> <p><input type="checkbox"/> clearly delineated or physically separated from the used portions of the building; and</p> <p><input type="checkbox"/> either <input type="checkbox"/> capable of being leased for immediate occupation, or <input type="checkbox"/> undergoing or in need of repairs or renovations that prevented it from being available for lease for immediate occupation, or <input type="checkbox"/> unfit for occupation.</p>	<p style="text-align: center;">FAILURE TO PROVIDE THE FOLLOWING INFORMATION MAY DELAY OR VOID THIS APPLICATION:</p> <ul style="list-style-type: none"> • Copy of a floor plan or sketch indicating the vacant space/unit(s). • Include copies of lease agreements for each vacant space/unit, both before and after* the period of vacancy (*unless still vacant) .

PROPERTY INFORMATION			Roll Number (See your tax bill)			
Address			1408- - -0000			
City BRIGHTON	Province ON	Postal Code K0K 1H0	Account Number (See your tax bill)			
			 0 0 0 			
Owner's Name			Representative's/Agent's Name (if applicable)			
Mailing Address (Number, Street, Suite #)			Mailing Address (Number, Street, Suite #)			
City/Town	Province	Postal Code	City/Town	Province	Postal Code	
Phone Number () ()	Fax Number () ()		Phone Number () ()	Fax Number () ()		
COM	IND	Description of Vacant Area: Include unit / suite number, floor number, building number, etc. Include sketch if necessary to identify.	Size of Vacant Area in Sq. Ft.	Period of Vacancy: Must be at least 90 consecutive days. FROM Day / Mo / Yr TO Day / Mo / Yr	MPAC Use Only Assessment	Municipal Use Only Tax Rebate
<input type="checkbox"/>	<input type="checkbox"/>					
<input type="checkbox"/>	<input type="checkbox"/>					
<input type="checkbox"/>	<input type="checkbox"/>					
<input type="checkbox"/>	<input type="checkbox"/>					

(If additional space is required, please attach a similar schedule.)

I acknowledge that any rebate will be paid / credited to the current owner of record at the time the rebate is determined. If this property is sold, an undertaking inserted in the agreement, to readjust taxes for this rebate, will protect my interest. I certify that the information contained in all pages of this form and attachments is true and complete:			Total from attached schedule
Name of Applicant (print)	Signature	Date	GRAND TOTAL
MPAC USE ONLY: Name of Assessor	Signature	Date	
Municipal Representative:	Signature	Date	

THE INFORMATION ON THIS FORM IS COLLECTED UNDER THE AUTHORITY OF THE MUNICIPAL ACT, 2001 (S.364) AND ONT. REG. 325/01. IT WILL BE USED ONLY FOR THE PURPOSES OF DETERMINING ELIGIBILITY AND/OR AMOUNT FOR A PROPERTY TAX REBATE IN RESPECT OF VACANT COMMERCIAL AND INDUSTRIAL BUILDINGS.

Municipality of Brighton Commercial and Industrial Vacancy Rebate Questionnaire

The Municipality of Brighton requires that you answer and complete the following questionnaire before an application is considered received. Please complete all questions on this form. If a question is not applicable to your situation, indicate *not applicable*. Your signature is required. Date it and return the form promptly along with your Vacancy Rebate Application to: Municipality of Brighton, 35 Alice St., P.O. Box 189, Brighton, ON, K0K 1H0. For Municipal information or assistance, contact the Tax Collector at 613-475-0670 ext. 101, or e-mail donna@brighton.ca. For general rebate information, contact the Ministry of Finance at 1-800-263-7965.

1. Please state the reason for the vacancy (e.g. operation ceased, lease terminated, unfit for use, renovations, etc.).			
2. When do you expect the vacancy to end and why? (e.g. completion of renovation in 4 to 5 months, new lease, etc.)			
3. If the vacancy pertains to a portion of the property, how is the vacant area separated from the occupied area?			
4.	Is the vacant area being used for storage or for any other purpose?	Yes	No
5.	(a) Is the vacant area normally leased to tenants?	(b) Is the lease short term (daily or monthly)?	
	Yes No	Yes	No
6.	Is the vacant area currently leased?	Yes	No
	What is the expiry date of the lease?		
7.	Has the area been leased again after the period of vacancy?	Yes	No
	If yes, what is the start date?		
8.	Is the space currently available for lease (if commercial space only)?	Yes	No
	How is it being advertised?		
	Please provide contact name and number (e.g. real estate broker, if applicable).		
9.	Is the vacancy due to the business being seasonal?	Yes	No

I hereby certify that the answers to all the questions on this form and any attachments are true and correct.

Name of Applicant

Signature

Date

- Applications must be on the prescribed form and must contain all of the required information.
- This application may be subject to a random audit by the Municipality of Brighton which may include a site visit to your property and require you to provide any additional information to support details of this application.
- Pursuant to O. Reg. 325/01 Section 3(1), an application will not be considered filed until the applicant has provided all of the pertinent information required by the Municipality. Every person who is required to provide information related to an application and who defaults may be liable to a fine of \$100 for each day during which the default continues. Any person who knowingly makes a false or deceptive statement in an application or other document submitted to the Municipality may be liable to a fine twice the amount of the rebate sought, but not less than \$500.
- If a property's assessment is altered after a rebate, the Municipality will perform a recalculation and notify the owner of any consequential tax adjustments.
- Property owners who disagree with the amount of the rebate calculated by the Municipality may appeal to the Assessment Review Board within 120 days after receiving notification from the Municipality.