



THE CORPORATION OF THE CITY OF SARNIA

Finance Department
255 Christina Street N. PO Box 3018
Sarnia ON Canada N7T 7N2
519 332-0330 519 332-1644 (fax)
519 332-2664 (TTY)
www.sarnia.ca ronda.mcintyre@sarnia.ca

When Preparing Your Vacancy Application

Application Requirements

In order to be eligible for a vacancy rebate, each application is to be accompanied by **1 copy** of the following:

- Vacancy Application.
 - Sketch/floor plan of the building and/or the square footage of the areas.
 - A copy of fully executed expired and fully executed current lease. The lease agreement should include pages that identify the premises, sections that allow rent free use, the commencement and ending of the term, and signature page where both owner and tenant have signed.
 - If lease terminated, a copy of the fully executed current lease and any documentation showing the last day the tenant occupied the space, i.e. copies of the listing agreement for the space covering the period claimed, letter of intent to vacate, a notice of eviction, a court order or a letter to a utility company advising them of the vacancy.
 - Letter from the property owner or authorized agent to certify that the eligible space was never tenanted or was previously owner occupied.
 - Documentation that the property was offered for lease within the vacancy period, such as MLS listing or rental advertisement i.e. a copy of a newspaper/internet advertisement. All advertisements must contain the date of the ad.
 - Appendix A, fully completed, signed, dated and commissioned.
- The application should not pre-date the period for which the vacancy was claimed.
 - Vacancy rebates are issued to the property itself. **ONLY** the **CURRENT** owner may request a cheque to be issued for the rebate. Previous owners require a letter of authorization from the current owner if submitting a request to have a cheque issued.
 - If an agent will be representing you, a letter of authorization is required.
 - Please ensure the application is signed and dated.
 - A building or portion of a building will not be eligible for a rebate if:
 - it is used for commercial or industrial activity on a seasonal basis;
 - during the period of vacancy it was subject to a lease, the term of which had commenced; or
 - during the period of vacancy it was included in a sub-class for vacant land.
 - No residential portion of a commercial/industrial property is eligible for a vacancy rebate.

We do not accept Vacancy Application forms by fax or e-mail. If you are using a courier service please ensure the package is in our office on the due date and not in transit.

The onus is on the applicant to provide documentation to support their vacancy rebate application. Failure to provide the above documentation may result in the rejection of the rebate application.

Additional information appears on the application form.



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

Taxation year for which the application is being made 20
MUNICIPAL USE ONLY Application #

INSTRUCTIONS

- The **deadline** for submitting applications is **February 28** of the year following the taxation year to which the application relates.
 - Deliver this completed application to your local municipal office:
City of Sarnia, Finance Department
255 Christina St N
P.O. Box 3018
Sarnia, ON N7T 7N2
Attention: Ronda McIntyre
 - 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 under section 364(19).**
 - 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.
- Need more information?** Contact us by:
Telephone at 519-332-0330
or by e-mail at ronda.mcintyre@sarnia.ca

ELIGIBILITY (Please check <input checked="" type="checkbox"/> to confirm eligibility)													
Category 1 – Buildings that are entirely vacant					Category 2 – Buildings that are Partially Vacant								
A whole commercial or industrial building will be eligible for a rebate if: <input type="checkbox"/> the entire building was unused for at least 90 consecutive days.					A suite or unit within a commercial building will be eligible for a rebate if, for at least 90 consecutive days, it was: <input type="checkbox"/> if unused; and <input type="checkbox"/> clearly delineated or physically separated from the used portions of the building; and								
EXCLUSIONS A building or portion of a building will not be eligible for a rebate if:					either								
<ul style="list-style-type: none"> it is used for commercial or industrial activity on a seasonal basis; during the period of vacancy it was subject to a lease, the term of which had commenced; or during the period of vacancy it was included in a sub-class for vacant land. 					<ul style="list-style-type: none"> 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. 								
NOTE For complete information about eligibility and application requirements, please refer to section 364 of the Municipal Act and Ontario Regulation 210/05. Legislation and regulations may be viewed on the Government of Ontario's "e-laws" Web site at www.e-laws.gov.on.ca					A portion of an industrial building will be eligible for a rebate if, for at least 90 consecutive days, it was: <input type="checkbox"/> unused; and <input type="checkbox"/> clearly delineated or physically separated from the used portions of the building.								
PROPERTY INFORMATION													
Address (Number and Street)					Roll Number (See your notice of Property Assessment or you property tax bill) 38 29 - _ _ - _ - _ - _ - _ -								
City/Town/Municipality, etc.			Province		Postal Code			Representative's/Agent's Name (Letter of Authorization signed by owner must accompany application)					
Owner's Name													
Mailing Address (Number and Street)					Mailing Address (Number and Street)								
City/Town/Municipality, etc.			Province		Postal Code			City/Town/Municipality, etc.					
Telephone Number			Fax Number		Telephone Number			Extension		Fax Number			
Commercial	Industrial	Description of vacant area Include unit/suite number, floor number, building number. Please draw a sketch on page four			Size of Vacant Area (Sq. Ft.)		Period of Vacancy (must be at least 90 consecutive days)			MPAC USE ONLY		MUNICIPAL USE ONLY	
							Month/Day/Year			Class		Assessment	Amount of tax rebate
<input type="checkbox"/>	<input type="checkbox"/>				sq. ft.		From						
							To						
<input type="checkbox"/>	<input type="checkbox"/>				sq. ft.		From						
							To						
<input type="checkbox"/>	<input type="checkbox"/>				sq. ft.		From						
							To						
<input type="checkbox"/>	<input type="checkbox"/>				sq. ft.		From						
							To						
<input type="checkbox"/> List continued on Page 2													
APPLICANT – I certify that the information contained on all pages of this form and attachments is true and correct.													
Name of Applicant (Print)				Signature				Date				Total from Page 2	
Position/Title				Do you have the authority to bind the corporation and to certify that the information is true and correct?				<input type="checkbox"/> Yes		<input type="checkbox"/> No			
MPAC USE ONLY Name of Assessor (print)				Signature				Date				GRAND TOTAL	
MUNICIPAL USE ONLY Name of Municipal Representative (Print)				Signature				Date					

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

Roll Number (See your notice of Property Assessment or you property tax bill)

38 29 - - - - -

Commercial <input type="checkbox"/>	Industrial <input type="checkbox"/>	Description of vacant area Include unit/suite number, floor number, building number. Please draw a sketch on page four	Size of Vacant Area (Sq. Ft.)	Period of Vacancy (must be at least 90 consecutive days)			MPAC USE ONLY		MUNICIPAL USE ONLY
				Month/Day/Year			Class	Assessment	Amount of tax rebate
<input type="checkbox"/>	<input type="checkbox"/>		sq. ft.	From					
				To					
<input type="checkbox"/>	<input type="checkbox"/>		sq. ft.	From					
				To					
<input type="checkbox"/>	<input type="checkbox"/>		sq. ft.	From					
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				To					
<input type="checkbox"/>	<input type="checkbox"/>		sq. ft.	From					
				To					



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

Property Address: _____ Roll No.: 38 29 - _____

Name of Owner (please print): _____

Additional questions to be answered:

1. Please state the reason for the vacancy (e.g. cessation of operations, termination of lease, etc.)

2. Is the vacancy due to the seasonal nature of the occupying business? _____
3. If this application is for part of a property, how is the vacant area separated from the area still in use? _____

4. Is the vacant area normally leased to tenants? _____
5. Is the vacant area currently leased to tenants? _____
6. Has the area been leased again after the period of vacancy? _____
7. Is the area leased on short term (daily or monthly basis)? _____
8. Is the vacant area used by the owner for storage or any other purpose? _____
9. How is the availability being advertised? Please provide contact name and number (e.g. Real Estate broker, if applicable). _____

10. What event marked the start of the vacancy period? (e.g. renovation/retooling, line shutdown)

11. When or by what event do you expect the vacancy to end? (e.g. completion of renovation/retooling [estimated date], sale of property [2-3 months], upturn of business [time indefinite])

"I HEREBY CONFIRM THAT THE INFORMATION PROVIDED IN THE APPLICATION AND THIS APPENDIX IS TO THE BEST OF MY KNOWLEDGE ACCURATE, TRUTHFUL AND COMPLETE".

SWORN (or affirmed) before me at the
_____ of _____

this _____ day of _____, 20____

A Commissioner for taking of Affidavits
(or as may be)

Signature of Applicant