



Application for Rebate of Property Taxes for Vacancies in Commercial and Industrial Buildings within the Township of Woolwich

Taxation year for which the application is being made
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.
- Return this completed application to the Township of Woolwich.
- **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.
- **If the application is being filled out on behalf of a property owner, it must be accompanied by a current letter of authorization.**

NUMBER OF APPLICATIONS

- Property owners may submit a maximum of two applications per property per year. Specifically, they may submit either:
 - One application in respect of all vacancies that occurred on a property during the entire tax year, or
 - One application in respect of the vacancies that occurred during the first six months of the year and a second application for vacancies that occurred during the last six months of the year.

Please check (✓):

- This application covers all vacancies that occurred during the entire year.
- This application covers vacancies that occurred during the first six months of the year.
- This application covers vacancies that occurred during the last six months of the year. This is my first second application this year.

ELIGIBILITY

(Please check to ✓ confirm 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 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 of the building.

EXCLUSIONS

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.

For complete information about eligibility and application requirements, refer to section 364 of the Municipal Act, 2001. 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." Both the regulation and the bulletin are available on the Ministry of Finance website at www.gov.on.ca/FIN/english/ptaxeng.htm.



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**APPLICATION FOR REBATE OF PROPERTY TAXES
AREA OF VACANCY APPLICATION**

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? _____

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. Is the space currently available for lease (if commercial space only)? 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? (eg. Renovations/retooling, line shutdown)

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

AFFIDAVIT

I/We _____ of the _____
in the County/Region of _____, solemnly declare that all the statements
contained in this application are true and I/we, make this solemn declaration conscientiously
believing it to be true and knowing that it is of the same force and effect as if made under oath and
by virtue of the CANADA EVIDENCE ACT.

Signature of Applicant

Date

Signature of Owner or Authorized Solicitor of Owner

Date