Tax Adjustment Application

Municipal Act, Section 357 & 358

OFFICE USE ONLY

OR# _____

APP# _____

City of Guelph
1 CARDEN ST
GUELPH ON N1H 3A1
Tel.: 519-837-5605
Fax: 519-837-5647

Making a Difference

Personal information on this form is collected under the authority of Sections 357 & 358 of the *Municipal Act, 2001* and will be used for the purpose of processing applications for adjustment of realty taxes. Questions about the collection of this personal information only should be directed to the F.O.I . Director.

NOTE: In accordance with the City of Guelph Fees & Charges By-Law, the fee of $25.00 per application, per year must be included with your application in order for the application to be valid. A separate application must be submitted for each taxation year.

Section 357 - Application for Current Year

A request for an adjustment to your current year realty taxes may be made for one of the reasons listed below:

Reason for Application (at least one applicable reason must be checked)

- ☐ as a result of a change event the property is eligible to be reclassified in a different class of real property **357.(1)A**
- ☐ land has become vacant land or excess land **357.(1)B**
- ☐ land has become exempt from taxation **357.(1)C**
- ☐ building has been razed by fire or demolished **357.(1)D**
- ☐ building has been damaged by fire or demolition or otherwise so as to render it unusable **357.(1)Dii**
- ☐ a mobile unit on the land was removed **357.1(C)**
- ☐ overcharged due to gross or manifest error **357.1(F)**
- ☐ repairs or renovations to the land prevented normal use for more than three months during the year **357.1(G)**

- ☐ applicant is unable to pay taxes due to sickness or extreme poverty (no fee applicable) **357.1(D.1)**

Applications must be received by the City of Guelph on or before the last day of February of the year following the year in respect of which the application is made.

Section 358 - Application for the two years preceding the current year (full year only)

A request for an adjustment to your taxes for either of the two years preceding the current year may be made for the following reason:

- ☐ Gross or manifest error in the preparation of the assessment roll that was an error of fact which may include but not limited to a clerical error, the transposition of figures, a typographical error or similar errors, but not an error in judgment in assessing the property.

Applications must be received by the City of Guelph on or before December 31st of the current year.

Property Tax Roll Number

Taxation Year for which application is being made:	**Effective Date** (Year / Month / Day)	**End Date** (Year / Month / Day)

APPLICANT INFORMATION

Property Location

Owner's Name

Mailing Address (if different than property location)

City | **Province** | **Postal Code**

Phone | **Fax**

Email Address

AUTHORIZED AGENT INFORMATION

(If the applicant is represented by an agent this section must be completed and the **owner's written authorization** must be attached)

Authorized Agent's Name

Agent Mailing Address

City | **Province** | **Postal Code**

Phone | **Fax**

Email Address

Mandatory Details (additional information detailing the reasons for your application must be provided).
Documentation, where applicable, must be provided with your application to support your appeal which may include but is not limited to; permits, dated photos, contractor's invoice, contractor letter with date and details of the demo/repair or renovation.

I certify that the information contained on this form and any attachments is true and correct.

Name of Applicant (print)

Date (Year / Month / Day)

Signature

By signing this application, you as the property owner agree to allow the City of Guelph to enter on to the property for the purpose of verification of this application, you also consent to allowing the City to take pictures and if an interior inspection is determined to be required by the City, with reasonable notice you will facilitate such inspection with the City.