



TOWN OF GANANOQUE

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

MUNICIPAL USE ONLY Application #: _____	Taxation year for which the application is being made: _____
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DEADLINE: for submitting applications is **February 28** of the year following the taxation year to which the application relates.

ELIGIBILITY

(Please check Category 1 or Category 2 below 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 a 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: (check one of the following)
 - Capable of being leased for immediate occupation,
 - Undergoing or in need of repairs or renovations that prevented it from being available for lease for occupation, or
 - Unfit for occupation.

A portion of the **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.

NOTE:

The information collected on the following application form is done so under the authority of section 364 of the Municipal Act and Ontario Regulation 325/01, as amended, and it will be used only for the purpose of determining eligibility for a property tax rebate in respect of vacant commercial and industrial buildings. Questions about the collection of personal information should be directed to the Town's Municipal Freedom of Information and Protection of Privacy Coordinator at 613.382.2149 Ext. 113.

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 include in a sub-class for vacant land.

Who and When to Apply

An owner, or their agent, may apply:

- Once a year before February 28 of the year following, the taxation year to which the application relates.

OR

- Twice a year. An interim application may be made after the first six (6) months, and a second application may be submit for the second six (6) months of the year.

The final application must be submitted on or before Feb 28 of the year following the taxation year to which the application relates.

Application Content

A complete application must include:

- 1) A completed application form ensuring that all portions have been completed including:
 - The Property Information,
 - If applying for only a portion of the building a drawing of the building must be provided indicating what portion of the building is vacant.
 - Completed the questionnaire
 - If the building is for rent or lease a copy of proof that is being offered for rent or lease. For example: a copy of newspaper ad.
- 2) Any other information the Town Treasurer may request.

REBATE PAYMENTS:

rebates will be applied first to any outstanding tax liability on the property, after which a cheque will be issued in favor of the property owner at the time the cheque is issued. If an application under this program has been submitted, and you are selling the affected property, please ensure your solicitor is advised.



TOWN OF GANANOQUE

VACANT COMMERCIAL & INDUSTRIAL REBATE APPLICATION FORM

PROPERTY INFORMATION

Roll Number **0814.000.** _ _ _ . _ _ _ _ _ . **0000**

(See your Notice of Property Assessment, or property tax bill, or contact the Town of Gananoque at 613.382.2149.)

PROPERTY / CIVIC ADDRESS: _____

PROPERTY OWNERS' NAME/S: _____

MAILING ADDRESS: _____

(Number & Street Name)

Ontario

(City / Town)

(Postal Code)

PHONE NUMBER/S: During the day: _____ FAX NUMBER: _____

If you have appointed a representative or agent to represent you please provide the following information for your agent:

AGENT NAME/S: _____

MAILING ADDRESS: _____

(Number & Street Name)

Ontario

(City / Town)

(Postal Code)

PHONE NUMBER/S: During the day: _____ FAX NUMBER: _____

SUBMIT COMPLETED APPLICATIONS FORMS TO: Town of Gananoque, PO BOX 100, 30 King St E., Gananoque, ON K7G 2T6

APPLICANT: I hereby declare that I have the authority to bind the corporation/owner and to certify that the information contained in all pages of this application and its' attachments are true and correct.

(Print Owner's Name)

Owner's Signature

Date

MPAC USE ONLY

(Print MPAC Official's Name)

MPAC Official's Signature

Date

TOWN USE ONLY

(Print Town Official's Name)

Town Official's Signature

Date



TOWN OF GANANOQUE

VACANT COMMERCIAL & INDUSTRIAL REBATE APPLICATION FORM

(If additional space is required to record all vacant units please feel free to photo copy this page)

Number **0814.000.** _ _ _ . _ _ _ _ . **0000**

<u>Commercial Or Industrial</u>	<u>Description of Vacant Area</u> <small>Include unit/suite number, floor number, building number, <u>attach a sketch if applying for only part of building.</u></small>	<u>Size</u> <small>Size of vacant area in Square footage.</small>	<u>Period of</u> FROM: <small>YYYY/MM/DD</small>	<u>Vacancy</u> TO: <small>YYYY/MM/DD</small>	<u>MPAC USE ONLY</u> <small>Assessment Value</small>
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VACANT COMMERCIAL & INDUSTRIAL REBATE APPLICATION FORM

QUESTIONNAIRE

To facilitate the processing of your rebate application, the Town requires that you answer and comply with the following as well as provide any additional information, which the Treasurer may request regarding this application

Roll Number 0814.000. _ _ _ . _ _ _ _ _ . 0000

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? <input type="radio"/> Yes <input type="radio"/> No		
3. If this application is for part of a building, how is the vacant area separated from the area still in use?		
4. Is the vacant area normally leased to a tenant/s? <input type="radio"/> Yes <input type="radio"/> No	5. Is the vacant area currently leased? <input type="radio"/> Yes <input type="radio"/> No	6. Has the area been leased again after the period of vacancy? <input type="radio"/> Yes <input type="radio"/> No
7. Is the area leased on short term (daily or monthly) basis? <input type="radio"/> Yes <input type="radio"/> No	8. Does the owner, for storage or any other purpose, use the vacant area? <input type="radio"/> Yes <input type="radio"/> No	
9. Commercial space only - Is the space currently available for lease? <input type="radio"/> Yes <input type="radio"/> No How is the availability being advertised? Please attach a copy of advertisement or real estate listing?		
10. What event marked the start of the vacancy period (e.g. renovation, product line shut down, lease ended, etc.)		
11. When or by what event do you expect the vacancy to end (e.g. completion of renovation, sale of property in 2 to 3 months, new tenant will occupy on what date, etc.)		
12. In addition to answering the above questions, please provide a sketch on the reverse side of this page of the vacant floor area (indicate the square feet, floor level, and room or suite number identifying the unit that is vacant)		

IMPORTANT NOTICE

Verification of all documentation submitted to the Town will be strictly enforced. The Municipal Act, 2001, as amended stipulates:

"...every person who is required to provide information under this section and who defaults in doing so is guilty of an offence and on conviction is liable to a fine of \$100 for each day during which the default continues". S. 364 (10).

And further ... "any person who knowingly makes a false or deception statement in an application made to a municipality or in any other document submitted to a municipality under this section is guilty of an offence and is liable on conviction to a fine of not more than an amount that is twice the amount of the rebate obtained or sought to be obtained by the false or deceptive statement except that the fine shall not be less than \$500.00". S. 364 (19).

The information collected on this application form is done so under the authority of section 364 of the Municipal Act and Ontario Regulation 325/01, as amended, and it will be used only for the purpose of determining eligibility for a property tax rebate in respect of vacant commercial and industrial buildings. Questions about the collection of personal information should be directed to the Town's Municipal Freedom of Information and Protection of Privacy Coordinator at 613.382.2149 Ext. 113.



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Roll Number **0814.000.** _ _ _ . _ _ _ _ . **0000**

If the application is for a portion of the building, please provide a sketch showing what portion of the building is vacant. Please indicate the square feet, floor level, and room or suite number/s, identify the vacant unit/s location, and include any other pertinent details.

A large, empty rectangular box with a thin black border, intended for a sketch of the building portion to be vacated.