



**PROPERTY TAX VACANCY REBATE APPLICATION for  
COMMERCIAL and INDUSTRIAL BUILDINGS**

Date Received
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**Taxation Year** Applied for: \_\_\_\_\_  
 Interim (part year Jan-June)  
 Final (part year July-Dec)  
 Full Year

**Application No.:** \_\_\_\_\_  
 Date Sent to MPAC: \_\_\_\_\_  
 Date Received from MPAC: \_\_\_\_\_

**IMPORTANT INFORMATION FOR THE PROPERTY OWNER – PLEASE READ BEFORE  
COMPLETING APPLICATION**

- Applications must be received at the Municipal Office by **February 28** of the following year.
- A maximum of two (2) applications may be submitted per property per taxation year.
- **A copy or sketch of the floor plan of the vacant area is required** which is to indicate the square feet, floor level and room or suite number identifying the unit.
- **Applications must be submitted to the Revenue and Taxation Services Office, Municipality of Wawa, P.O. Box 500, 40 Broadway Avenue, Wawa, ON P0S 1K0.**
- **The Municipality may request further information in order to process this application.**

**ELIGIBILITY (Please check Category and Applicable Condition)**

**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 portion 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 and 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 portion 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, throughout the period of time; or
- during the period of vacancy it was included in a sub-class for vacant land.

For complete information regarding eligibility and application requirements, please refer to Section 364 of the *Municipal Act, 2001*, and Ontario Regulation 325/01, Ontario Regulation 300/03, the Ministry of Finance Information Bulletin entitled *Property Tax Rebates for Vacant Commercial and Industrial Buildings*.

<b>Roll Number of Property:</b> 5776 _____ (see your Notice of Property Assessment or your Property Tax Bill)
<b>Address of Property:</b> _____ (Number and Street Name)

Owner's Name			Agent of Owner (Letter of Authorization from owner Must be attached)		
Mailing Address (Number and Street Name)			Mailing Address (Number and Street Name)		
City	Province	Postal Code	City	Province	Postal Code
Telephone No.	Fax No.:		Telephone No.	Fax No.	

Com	Ind	Description of vacant area	Sq.Ft. of Vacant Area	Period of Vacancy		RTC RTQ (MPAC Use Only)	Assessed Value of Eligible Vacant Area (MPAC Use Only)	Assessed Value of Whole Property by Tax Class (MPAC Use Only)
				From Yr/Mo/Day	To Yr/Mo/Day			

Attach a separate page if required

APPLICANT – I certify that the information contained in this application and attachments are true and correct			
Name of Applicant (print)		Signature	
Position/Title	Do you have the authority to bind the corporation/owner and certify that the information is true and correct? yes      no		Date
MPAC USE ONLY (Assessors Comments)	Name of Assessor (please print)	Signature of Assessor	Date
MUNICIPAL USE ONLY	Name of Municipal Representative	Signature of Municipal Representative	Date
Amount of Rebate	Municipal Portion	Education Portion	Date of Refund

The information on this form is collected under the authority of Section 364 of the *Municipal Act, 2001* and Ontario Regulation 325/02 and 300/03 and will be used only for the purposes of determining eligibility for a property tax rebate in respect of vacant buildings. Any person who knowingly makes a false or deceptive statement in this application is guilty of an offence and, upon conviction is liable to a fine.



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To facilitate the processing of your rebate application, the Municipality 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 – (See your Notice of Property assessment or your property tax bill)

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1. Please state the reason for the vacancy (i.e. renovations, etc.)			
2. Was the vacant area used on a seasonal basis?		Yes	No
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? Yes                  No	5. Is the vacant area currently leased to a tenant? Yes                  No	6. Has the area been leased again after the period of vacancy? Yes                  No	
7. Is the area leased on short term (daily or monthly basis)? Yes                  No	8. Is the vacant area being used for storage or any other purpose? Yes                  No		
9. Is the space currently available for lease (if commercial space only)? Yes                  No  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)?			
12. Is this property presently under assessment appeal?		Yes	No