



Corporate Services Department
Tax and Water Department
50 Dickson St, 4th Floor
P.O. Box 458
Cambridge, Ontario
N1R 8S1

HELPFUL HINTS IN PREPARING YOUR VACANCY APPLICATION

Please note the following when preparing your application.

1. Attach a sketch/floor plan of the building and/or the square footage of areas .
2. Provide documentation showing the last day the tenant occupied the space.
Possible documentation – copies of the listing agreement for the space covering the period claimed or a letter of intent to vacate from the tenant or a notice of eviction or the court order or a letter to a utility company advising them of the vacancy
3. Provide documentation showing the first day the new tenant occupied the space, if rented.
Possible documentation - first page of lease
4. The application should not pre-date the period for which the vacancy was claimed.
5. If there was a change in ownership during the year claimed for the vacancy rebate we will require a copy of the registered transfer.
6. If an agent will be representing you, we will require current written authorization from you identifying the agent for this property and authorizing us to deal with your agent on this matter.
7. Please ensure the application is signed and dated.
8. A building or portion of a building will not be eligible for a rebate if:
 - a) it is used for commercial or industrial activity on a seasonal basis;
 - b) during the period of vacancy it was subject to a lease, the term of which had commenced; or
 - c) during the period of vacancy it was included in a sub-class for vacant land.
9. No residential portion of a commercial/industrial property is eligible for a vacancy rebate.
10. You may submit only two applications per year per property. Your two options are: (1) submitting an application for the entire year after December 31; or (2) submitting two applications for the year. One for the first half of the year (Jan. 1 – June 30) submitted after June 30 and one for the second half of the year (July 1 – Dec. 31) submitted after December 31.
11. **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.**

Please note that the final date for us to receive a Vacancy Application for the 2011 tax year is February 28, 2012.

Additional information appears on the application form.