

Application for Tax Appeal

Municipal Act, Section 357 & 358

The personal information on this form is collected under the authority of Sections 357 and 358 of the Municipal Act, 2001, SO 2001, c. 25, and will be used only for the purpose of processing applications for adjustment of realty taxes. Questions concerning the collection of personal information should be directed to: Tax Department, City of Waterloo, 100 Regina Street South, Waterloo, Ontario N2J 4A8, Telephone: 519-747-8718.

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

Reason for Application *(one must be checked)*

- S.357(1)(a) as a result of a change event the property is eligible to be reclassified in a different class of real property
- S.357(1)(b) land has become vacant land or excess land
- S.357(1)(c) land has become exempt from taxation
- S.357(1)(d)(i) building had been razed by fire or demolished
- S.357(1)(d)(ii) building has been damaged by fire or demolition or otherwise so as to render it unusable
- S.357(1)(d.1) applicant is unable to pay taxes due to sickness or extreme poverty
- S.357(1)(e) a mobile unit on the land was removed
- S.357(1)(f) overcharged due to gross or manifest error
- S.357(1)(g) repairs or renovation to the land prevented normal use for at least three months during the year

SECTION 358 - APPLICATION FOR PREVIOUS YEARS (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 is clerical or factual in nature, including the transposition of figures, a typographical error or similar errors, but not an error in judgement in assessing the property.

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

Property Tax Roll Number												
3	0	1	6									

APPLICANT INFORMATION

Property Location	
Owner's Name	
Mailing Address (If different than property location)	
City	
Province	Postal Code
Phone	Fax
Taxation year for which application is being made	Effective Date (Year/Month/Day)

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

Details (any additional information that may be required to process this application) PLEASE ATTACH SUPPORTING DOCUMENTATION

I certify that the information contained on this form and any attachments is true and correct (01/09)

Name of Applicant (PRINT)	Date (Year/Month/Day)
Signature	