DISTRICT OF LANTZVILLE

TAX CERTIFICATE REQUEST FORM
Please complete one request per roll number

Personal information collected on this form, or provided with this form, is collected and protected in accordance with the *Freedom of Information and Privacy Act*, and will be used for the purposes of Financial Services program administration. Questions regarding the collection/use of this information should be directed to the Information and Privacy Officer at (250) 390-4006.

SECTION A - TO BE COMPLETED BY REQUESTING OFFICE

Applicant (Firm/Company) Name: _____

Requested By: _____

Date of Request (mmm/dd/yyyy): _____

Telephone: _____ Fax: _____ Email: _____

Purpose of Tax Certificate: ☐ Property Transfer ☐ Mortgage Information

☐ Other (Please specify) _____

Civic Address: _____

Property Folio No.: _____

Legal Description: _____

_____

_____

Name of Registered Owner(s): _____

Name of Purchaser(s):_____

Completion Date: _____

- Please note that there is a **$35.00** charge for Tax Certificates as per *District of Lantzville Miscellaneous Fees and Charges Bylaw No. 26 – 2004, Amendment Bylaw No. 138, 2017*. **Tax certificates will not be released until payment has been received**. You are encouraged to provide a pre-payment on your account or include a cheque payment with your request to avoid any delays.

- Please allow for at least 2-3 business days to process Tax Certificates.

- Tax Certificates will be faxed to the number provided on the form, unless otherwise specified.

- For further information, please contact the District Office at (250) 390-4006 or email finance@lanztville.ca

PO Box 100, 7192 Lantzville Road, Lantzville, BC V0R 2H0
Phone: (250) 390-4006   Fax: (250) 390-5188   Email: finance@lantzville.ca

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SECTION B – TO BE COMPLETED BY THE DISTICT OF LANTZVILLE

Water Connection: Yes / No

Sewer Connection: Yes / No

If **Yes**, Sewer Parcel Tax is \$_____for _____ years, starting in year _____ to year _____

Garbage and Recycling (G&R): Yes / No   If **Yes**, is G&R on Annual Tax Notice: Yes / No

Other Owner: Yes / No

If **Yes**, Other Owner(s) name(s):_____

Tax Certificate Prepared by: _____

\$35.00 Fee Invoiced to Account: Yes / No   Invoice Prepared by: _____

Tax Certificate Sent: Yes / No   Date Sent: _____

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