

# 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@lantzville.ca](mailto:finance@lantzville.ca)



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**SECTION B – TO BE COMPLETED BY THE DISTRICT 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

Amount Owing in Arrears/Delinquent: Yes / No

If **Yes**, daily interest is accruing at \_\_\_\_\_% per day (Make note on Tax Certificate to inform Applicant)

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: \_\_\_\_\_