

**TAX ADJUSTMENT APPLICATION**

Municipal Act, Section 357 & 358

**OFFICE USE ONLY**

DATE RECEIVED: \_\_\_\_\_

APP#: \_\_\_\_\_

REVENUE DIVISION

PO Box 800

Thunder Bay, ON P7C 5K4

Tel.: 807-625-2255

email: tax&water@thunderbay.ca

**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:

**Reason for Application** (at least one applicable reason must be checked)

- as a result of a change event the property is eligible to be reclassified in a different class of real property
- land has become exempt from taxation
- building has been razed by fire or demolished
- building has been damaged by fire or demolition or otherwise so as to render it unusable
- a mobile unit on the land was removed
- overcharged due to gross or manifest error
- repairs or renovations to the land prevented normal use for more than three months during the year
- land has become vacant land or excess land
- sickness or extreme poverty

The normal and usual use of the land immediately preceding this period was:

\_\_\_\_\_

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

**Section 358 - Application for the two years preceding the current year (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 was an error of fact which may include but not limited to a clerical error, the transposition of figures, a typographical error or similar errors, but not an error in judgment in assessing the property.

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

<b>Property Tax Roll Number</b>	<b>Taxation Year</b> <small>for which application is being made:</small>	<b>Effective Date</b> <small>(Year / Month / Day)</small>	<b>End Date</b> <small>(Year / Month / Day)</small>
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**APPLICANT INFORMATION**

<b>Property Location</b>		
<b>Owner's Name</b>		
<b>Mailing Address</b> (if different than property location)		
<b>City</b>	<b>Province</b>	<b>Postal Code</b>
<b>Phone</b>		<b>Fax</b>
<b>Email Address</b>		

**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)

<b>Authorized Agent's Name</b>		
<b>Agent Mailing Address</b>		
<b>City</b>	<b>Province</b>	<b>Postal Code</b>
<b>Phone</b>		<b>Fax</b>
<b>Email Address</b>		

**Mandatory Details** (additional information detailing the reasons for your application must be provided). **Documentation, where applicable, must be provided with your application which may include but is not limited to:** pictures, insurance report, demolition permit, construction permit, repairs/renovation permit, invoices, fire department report, and any additional information along with copies of related documents to support your application. The City may require further information at a later date in order to complete and process your request.

I certify that the information contained on this form and any attachments is true and correct.

<b>Name of Applicant (print)</b>	<b>Date</b> (Year / Month / Day)
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<b>Signature</b>
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