

The 3 steps to applying:

Review Eligibility Criteria.
(See Information sheet on
reverse side)

Fill out form and attach
additional information to be
submitted with application.



Mail or email to:
Revenue Division,
PO Box 800
Thunder Bay, ON P7C 5K4
Email: taxandwater@thunderbay.ca



The deadline for receiving applications is July 31 of the year.

I AM APPLYING FOR: (Please check the program(s) you are applying for)

☐ Property Tax Credit Program

Tax Roll Number: _____



THE CITY OF THUNDER BAY
P.O. BOX 800
THUNDER BAY, ONTARIO
P7C 5K4

Roll No.

Group Code

☐ Water Credit Program

Water Account Number: _____



P.O. BOX 800
THUNDER BAY, ONTARIO
P7C 5K4

=

Service Address

Account
Number
Amount
Due

PROPERTY AND APPLICANT INFORMATION:

PROPERTY ADDRESS

LAST NAME:

FIRST NAME:

TELEPHONE:

CITY:

POSTAL CODE:

Please complete the Spousal and Additional Owner Information below if you have a spouse, and/or if the property is also owned by another person. If there is more than one additional owner, please attach a list with the first name, last name, date of birth, and signature of all additional occupants, owners and their spouses not listed on this form.

SPOUSAL, OCCUPANT AND ADDITIONAL OWNER INFORMATION:

SPOUSE'S LAST NAME:

ADDITIONAL OWNER'S LAST NAME:

SPOUSE'S FIRST NAME:

ADDITIONAL OWNER'S FIRST NAME:

ADDITIONAL INFORMATION REQUIRED:

Please write your Total Household Income in the box on the right side (include applicant, spouse and any additional property owners or occupant's income).

\$

The Total Household Income is defined as the combined gross income shown on line 15000 of the Canada Revenue Agency Notice of Assessment or Notice of Reassessment for all property owners, their spouses and occupants 18 years of age and older who are not attending school on a full time basis. Each owner, spouse of an owner and occupant 18 years of age and older who is not attending school on a full time basis must submit a copy of their previous year's Notice of Assessment.

I occupy residential property in the City of Thunder Bay valued at \$158,000 or lower and have been assessed as Owner of such property for at least one year immediately preceding the date of this application.

I acknowledge this property is my principal residence.

I agree to notify the City of any changes which would affect my eligibility for the property tax and water credit program including changes to household income or property assessment.

I certify to the best of my knowledge that the information provided is correct.

I hereby authorize the City of Thunder Bay to take any means required to verify all information included in this application.

DATE

APPLICANT'S SIGNATURE

SPOUSE/ADDITIONAL OWNER'S SIGNATURE

The City of Thunder Bay collects personal information for the purpose of administering the Property Tax and Water credit programs for low-income persons. This collection is authorized under **By-law 43/2016 as amended**. The information provided will be used to process and administer the Property Tax and Water Credit programs for low-income persons. Information collected will only be used as described or for a consistent purpose and will not be shared with Third parties except where required by law or with your explicit consent. For more information about this collection of personal information, including access and collection, please contact Manager - Billing & Collections, Revenue Division, 501-34 Cumberland St N, Thunder Bay, ON, P7A 4L3, Telephone (807)625-2255.

Property Tax and Water Credit Program for Low-Income Persons

INFORMATION SHEET

Low-Income persons who qualify may apply for a tax credit of up to \$200.00 and a water credit up to \$200.00.

DO YOU QUALIFY?

Please review the following ELIGIBILITY CRITERIA.

- Total household income must be \$49,325 or less.

Household income is defined as the **combined** gross income shown on line 15000 of the Canada Revenue Agency Notice of Assessment or Notice of Reassessment for all property owners, their spouses and occupants 18 years of age and older who are not attending school on a full-time basis. **A copy of the previous year's Notice of Assessment or Notice of Reassessment must be submitted for each owner, each spouse of an owner and occupants 18 years of age and older who is not attending school on a full time basis.**

Exception: if proof is provided that the applicant's spouse is involuntarily separated for reasons beyond their control (hospital or nursing home) and that person's income is being applied toward alternate living accommodations, then the spouse's income is excluded from total household income

- **Exception:** if proof is provided that the co-owners do not reside on the property, then their income is excluded from total household income
- The value of the property as shown on the latest assessment roll must be less than or equal to \$158,000.
- The applicant must own and occupy the property as their principal residence and the property must be in the residential property class.

Applications including all supporting documentation must be received by the due date in order to qualify.

HOW THE PROGRAM WORKS

- Persons receiving assistance through the City's Property Tax and Water Credit Programs for Low Income Seniors and Low Income Persons with Disabilities are not eligible for assistance under this program.
- The applicant must apply each year to be considered for this program.
- The applicant must have owned and occupied a property in the City valued at \$158,000 or lower for the entire previous year.
- Only one application is permitted per household.
- If you qualify for a tax credit, a credit amount up to \$200.00 will be applied to your tax account.
- If you qualify for a water credit, a credit amount up to \$200.00 will be applied to your water account.

HOW TO GET AN APPLICATION

- Pick up at the City of Thunder Bay Revenue Division, 501-34 Cumberland St. N., Thunder Bay
Please call (807) 625-2255 to arrange an appointment.
- Pick up at the Thunder Bay 55 Plus Centre, 700 River St., Thunder Bay
- Pick up at the West Arthur Community Centre 55 Plus Programs, 1914 Arthur Street West, Thunder Bay

OR

- Download from the City of Thunder Bay Revenue Division website, www.thunderbay.ca/revenue

QUESTIONS

Questions about the Property Tax and Water Credit Program for Low-Income Persons should be directed to the Tax Revenue Analyst at (807) 625-2255 or email taxandwater@thunderbay.ca.