



TAX INFORMATION REQUEST FORM

Name of Law Firm: _____

Name and **Email** of Person requesting information: _____

Name of Present Owner: _____

Purchasers Name (Where Applicable): _____

Purchasers Mailing Address: _____

Civic Address: _____

Roll Number: _____

Date requested: _____

Purpose of Tax Information Request: Purchase _____ Sale _____
 Finance/Mortgage _____ Other _____

Is this property to be subdivided? Yes _____ No _____

RATE INFORMATION

Property Assessed Value: \$

Property Tax/year: \$

Water Tax/year: \$

Business Tax/year: \$

Other Fees: \$

OUTSTANDING TAXES to December 31, 2026

O/S INFORMATION ONLY VALID FOR 30 DAYS – RESUBMISSIONS AFTER THAT TIME WILL REQUIRE AN ADDITIONAL \$125.00.

Property Tax: \$

Water & Sewer Tax: \$

Business Tax: \$

Other Fees: \$

► **Interest will be charged at the rate of 1.25% at month's end** ◀

Information given by: _____

Date: _____

INFORMATION EXPIRES ON: _____

WHEN REQUESTING A TAX CERTIFICATE IN THE EVENT OF A SALE, PLEASE INCLUDE A COPY OF THE DEED, SURVEY, PURCHASERS NAME AND MAILING ADDRESS.

NOTE: FEE REQUIRED FOR:

TAX INFORMATION: \$100.00

TAX CERTIFICATE: \$75.00

Method of Payment: **CHEQUE** (COPY OF CHEQUE MUST BE SENT PRIOR TO RELEASE INFORMATION)
CREDIT OVER THE PHONE – PLEASE CALL 709-437-6532 EXT 221 WITH PAYMENT

Information will not be released until payment or copy of cheque is received