



## **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 \_\_\_\_\_  
Finance/Mortgage \_\_\_\_\_ Sale \_\_\_\_\_  
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**