

**Town of Oakville, Application for Rebate of Property Taxes page 1**  
**(For vacancies in Commercial and Industrial Buildings)**

Taxation year for which the application is being made
<b>MUNICIPAL USE ONLY</b>
Application #

**INSTRUCTIONS**

- The deadline for submitting applications is February 28 of the year following the taxation year to which the application relates.
- One application per property (ie. roll number) and applications may be made a maximum of twice per year per property.
- **Send completed application to ATTN: I. Poustie, Town of Oakville, Finance Dept., Box 310, Oakville, ON L6J 5A6.**
- Any person who knowingly makes a false or deceptive statement in this application is guilty of an offence and, upon conviction, is liable for a fine.
- To be eligible for a rebate, a building or portion of a building must satisfy the conditions described in Category 1 or Category 2 below.

Please mark (x) to confirm eligibility.

**ELIGIBILITY**

**Category 1 – Buildings that are Entirely Vacant**

A whole **commercial** or **industrial** building will be eligible for a rebate if:

- The entire building was not used for any purpose for at least 90 consecutive days.

**Category 2 – Buildings that are Partially Vacant**

A suite or unit within a **commercial** building will be eligible for a rebate if, for at least 90 consecutive days, it was:

- Not used for any purpose; and
- Clearly delineated or physically separated from the used portions of the building; and
- Either  capable of being leased for immediate occupation, or  undergoing or in need of repairs or renovations that prevented it from being available for lease for immediate occupation, or  unfit for occupation.

A portion of an **industrial** building will be eligible for a rebate if, for at least 90 consecutive days, it was:

- Not used for any purpose; and
- Clearly delineated or physically separated from the used portions of the building.

**EXCLUSIONS**

A building or portion of a building will not be eligible for a rebate if:

- It is used for commercial or industrial activity on a seasonal basis;
- During the period of vacancy, it was subject to a lease, the term of which had commenced; or
- During the period of vacancy it was included in a subclass for vacant land.

**The following documents must accompany this application:**

- If previously leased, most current lease agreement, name of lessee and phone number
- Copy of a floor plan or sketch indicating vacant space

PLEASE NOTE: Applications must be complete, containing all information requested. Incomplete applications will not be processed and will be returned to sender.

**PROPERTY INFORMATION**

Address (Number, Street, Suite #)

Roll Number (See your tax bill)

2401

Town of Oakville, ON  
Postal Code

Account Number (See your tax bill)

Owner's Name

Representative's/Agent's Name (if applicable)

Mailing Address (Number, Street, Suite)

Mailing Address (Number, Street, Suite)

City/Town Province Postal Code

City/Town Province Postal Code

Phone Number Fax Number  
( ) ( )

Phone Number Fax Number  
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