



FIN-1001

Department of Finance and Administration

REQUEST FOR TAX CERTIFICATE INFORMATION

CONTACT INFORMATION

SECTION 1

Date of Request (yyyy/mm/dd) _____

Firm Name _____

Requester Name _____

Telephone _____ Fax _____ E-mail _____

PROPERTY INFORMATION

SECTION 2

Civic Address or Lot # _____

Account # _____

Property Owner _____

Is this property to be subdivided? Yes _____ No _____

Purpose of Tax Information Sale Mortgage Other

Purchaser Name(s) _____

Purchaser's Mailing Address _____

(Mandatory for Vacant Land) _____

Please indicate closing date of sale _____

GENERAL INFORMATION

SECTION 3

- This request form is for the purpose of providing information on the tax status of property situated within the jurisdiction of the City of St. John's and the information provided is not to be construed in any way as a "Tax Certificate".
- Payment for tax information must accompany this request form before the information will be issued.
- **Information quoted is only valid for 30 days from the quotation date.** After that time period, if you require updated tax information, an additional \$125.00 charge will apply.
- If payment for tax amounts owing is not received within the 30 day period, interest penalty of 1.25% will be charged on the unpaid balance at the end of each month.
- For sales of commercial properties which are billed water by meter, please call 709-576-8934 to arrange for a meter reading.
- For leasehold properties, search notes will be required prior to the issuance of the Tax Certificate. Search notes should be forwarded to City of St. John's Legal Department – Fax # 709-576-8561.
- A copy of the Deed of Conveyance or a Bill of Sale is required for all property transfers before a Tax Certificate will be issued
- Please provide a plot plan for sale/transfer where civic numbers are not assigned.
- Please allow five (5) working days to process the information.
- The completed form together with any relevant documentation should be faxed to 709-576-8162
- **COMMERCIAL PROPERTY SALES:** It is the responsibility of the owner to ensure claims for vacancy allowance for the immediately preceding quarter are up to date. In the event of a sale, the vendor must adjust for vacancy allowance upon closing with the purchaser for the current quarter. Claims for current quarter must be claimed by purchaser with written confirmation from Lawyers that the claim was adjusted at sale closing.

Payment for tax information is \$125.00 and must accompany this completed form. There will be an additional \$25.00 charge for the Tax Certificate. (Please Note: If only the Tax Certificate is required the cost is 150.00).

Information Required

Payment Method

- \$125.00 - Tax Information
- \$150.00 - Tax Information and Tax Certificate

- Cheque
- Credit Card

Credit Card # _____ Expiry Date _____

Name on Card _____

Signature _____

This communication and accompanying document is intended for the individual or entity to which it is addressed and may contain information that is confidential, privileged or exempt from disclosure under applicable law. Any use of this information by individuals or entities other than the intended recipient is strictly prohibited. If you received this information in error, please notify the sender and destroy all copies electronic or otherwise immediately. Thank you.

Please send completed form to:

Revenue Accounting Division
 1st Floor City Hall
 P.O. Box 908, 10 New Gower Street
 St. John's, NL A1C 5M2

For further information:

E-mail: taxation@stjohns.ca
 Call: 709-576-8251
 Fax: 709-576-8162