

Tax Adjustment Application

Municipal Act, Section 357 & 358

OFFICE USE ONLY

OR# _____

APP# _____

City of Mississauga - Finance Division
300 City Centre Drive
Mississauga, ON L5B 3C1
Tel.: 3-1-1 or 905-615-4311 outside city limits
TTY: 905-896-5151 (teletypewriter)
Email: tax@mississauga.ca



Personal information on this form is collected under the authority of Sections 357 & 358 of the *Municipal Act, 2001* and will be used for the purpose of processing applications for the adjustment of property taxes. Questions about the collection of this personal information should be directed to the Customer Service Advisor at the City's Citizen Contact Centre. Email: Public.Info@mississauga.ca. Telephone: 311 (905-615-4311 outside City limits).

NOTE: In accordance with the City of Mississauga Fees & Charges By-Law, the fee of \$30.00 per application, per year must be included with your application in order for the application to be valid. A separate application must be submitted for each taxation year.

Section 357 - Application for Current Year

A request for an adjustment to your current year realty taxes may be made for one of the reasons listed below:

Reason for Application (at least one applicable reason must be checked)

- as a result of a change event the property is eligible to be reclassified in a different class of real property
- land has become vacant land or excess land
- land has become exempt from taxation
- building has been completely destroyed by fire or demolition
- building has been damaged by fire or demolition or otherwise so as to render it unusable*
- a mobile unit on the land was removed
- overcharged due to gross or manifest error
- repairs or renovations to the land prevented normal use for more than three months during the year*
- applicant is unable to pay taxes due to sickness or extreme poverty (no fee applicable)

* provide square footage of each affected area in mandatory details section below or as supporting documentation

Applications must be received by the City of Mississauga on or before the last day of February of the year following the year in respect of which the application is made.

Section 358 - Application for the two years preceding the current year (full year only)

A request for an adjustment to your taxes for either of the two years preceding the current year may be made for the following reason:

- Gross or manifest error in the preparation of the assessment roll that was an error of fact which may include, but not limited to, a clerical error, the transposition of figures, a typographical error or similar errors, but not an error in judgment in assessing the property.

Applications must be received by the City of Mississauga on or before December 31st of the current year.

Property Tax Roll Number
05

Taxation Year for which application is being made:

Effective Date (Year/Month/Day)

End Date (Year/Month/Day)

APPLICANT INFORMATION

Property Location

Owner's Name (i.e. name of person(s) or company registered on title)
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Applicant's Name (if different than Owner's name)

Applicant's Relationship to Owner i.e. Agent, Employed by Owner (job title) etc.
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Owner's Mailing Address (if different than property location)

City	Province	Postal Code
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Phone	Email Address
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AUTHORIZED AGENT INFORMATION

If the applicant is an agent acting on behalf of the owner, this section must be completed and **written authorization** signed and dated by the owner must be attached or the application submission may be denied. Agents can prepare their own letter or use the Letter of Authorization form found at: www.mississauga.ca/publication/tax-information-letter-of-authorization

Authorized Agent's Name

Agency/Firm Name (if applicable)

Agent Mailing Address

City	Province	Postal Code
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Phone	Email Address
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Mandatory Details - Explain the reason for your application in more detail below:

Supporting Documentation: All application submissions must include documentation to support the application reason and the start/end dates being claimed. For demolitions and repairs/renovations, such documentation can include: building permits, dated photos (date must be from the device used to capture the photo), a contractor's letter/invoice detailing the nature of work, including when the work started and when it was completed, lease pages which reference fixturing periods etc., and the square footage of each area affected by fire, demolition, repairs/renovations. **Note:** failure to provide this information at the time of submission may delay or prevent the processing of your application.

Check off all items included with your application submission (where applicable):

- Fee Payment
- Letter of Authorization
- Supporting documentation (including square footage information if applicable)

I, _____, certify that the information contained on this form and any attachments are true and correct. In addition, I authorize the City of Mississauga to collect or obtain, through site inspection or otherwise, any information that may be required by the City or MPAC to process this application.

Name of Applicant (print)

Signature of Applicant

Date (Year/Month/Day)
