



## Property Tax Interest Arrears Program

### Application instructions - how to complete:

#### **Section 1**

Enter your full legal name: First, Middle, and Last Name

Contact Information: please enter street address, if applicable and mailing address, include your phone number, email address, cell number

Social Insurance Number – SIN

If there is a joint applicant please include their name: First, Middle, and Last Name

Property Legal Description – Plan – Block – Lot – Community – You can find this on your property tax invoice or contact your GSO or Community Lands Officer to help you with finding the legal description or call Taxation at 1-800-661-0820, option 7. If there is no block number in the property description you can leave that section blank.

If you qualify for the Senior Citizen and Disable Persons Property Tax Relief Program, complete the bottom section on page 1 of the application. Include your date of birth as a senior or the time period that you were disabled. If you are still disabled you may enter from year XXXX to current.

Please note for seniors/disabled we will be consulting with MACA to process the applications and you can go to section 4 to sign and date. If more information is required we will follow up with you, ensure your contact information is included above.

#### **Section 2**

An information letter was sent to your address on file that indicated the estimate of your arrears for property taxes and/or land lease. Knowing your financial situation and estimate of amount owing, use the table provided to choose a payment that you feel is suitable to your situation and complete the required information in the boxes (labeled A to D). Go to Section 4 to sign and date.

Once reviewing the information from the letter and choices in this section, if you feel there are no viable options for your financial situation, go to section 3 and enter the required information.

A detailed review of your application will be required. At the bottom of the page please check the appropriate box for your situation.

### **Section 3**

Complete the required information as applicable to your financial situation, supporting documentation should be provided with the application.

CRA income tax assessments, employment letters, payroll stubs, T4s, utility bills (heat, water, and fuel), mortgage statements are all documents that would be acceptable for supporting documentation. The application will need documentation that supports the numbers you enter in section 3, specifically the items marked by an \*.

You may contact Collections at 1-800-661-0820, option 8 for assistance or with questions regarding section 3.

### **Section 4**

Date and Sign

Seniors or Disabled clients date and sign in front of a Commissioner of Oath, Notary or RCMP Officer. Note: the application states Commissioner or Notary, but RCMP officer is acceptable for this signature as well.