



Request for Property Information Form

Request for Tax Certificate, Work Orders, Building Permit, Survey and Zoning Information

Name of Firm/Institution: _____

Address: Street & No./Po Box: _____

City: _____ Province: _____ Postal Code: _____

Phone No.: _____ Fax No.: _____

Name of Contact/Attention to: _____

Email Contact: _____

Date Submitted: _____

Information requested by this date: _____

Please allow for an approximate turnaround time of 5 to 10 business days. There is a 25% additional charge for rush requests requiring a response within 3 business days. In order to receive the information as quickly as possible, please include proof of payment when submitting the request (i.e. a copy of the cheque).

Roll No.: _____

Property Address: _____

Property Description (Con/Lot/Plan): _____

Present Owner(s): _____

Purchaser(s): _____

Submit this form to the Finance Assistant by:

Email: m.sykes@northkawartha.ca

Fax: 705-656-4446

Mail: PO Box 550, 280 Burleigh St., Apsley, ON K0L 1A0

Or Contact: (705) 656-4445 extension 235

Office Use Only:

Filehold\A-Administration\A08-Office Services\Forms & Templates

Information Requested:

- 1. (\$40) Tax Certificate
- 2. (\$40) Work Order/Notice of Deficiency – Minimum Property Standards By-Law
- 3. (\$40) Zoning:
 - General zoning information of property
 - Zoning information based on the enclosed plot plan survey. Are the buildings/dwelling houses on the survey in conformity with the municipality's by-laws?
- 4. (\$40) Letter of Compliance
- 5. (\$100) Septic Permit Search

Additional Items (\$5 per question)

- 5. (\$5) Are there outstanding final inspections with respect to plumbing, heating, drainage, sewage/septic or building permits?
- 6. (\$5) Are there any local improvements which have taken place or which are in the process or planned in the near future?
- 7. (\$5) Heritage designation
- 8. (\$5) Date house was completed
- 9. (\$5) Issue of building permit
- 10. (\$5) Issue of occupancy permit
- 11. (\$5) Any charges or special rates under the Tile Drainage Act, the Drainage Act, the Shoreline Property Assistance Act, Ontario Home Renewal
- 12. (\$5) Is the property situated on a municipally maintained road?
- 13. Additional Information Required (Fee determined based on request):

Copies (\$0.50 per page)

- Copies of By-Laws, Minutes, etc _____
- Copy of Zoning By-Law _____
- Copy of Official Plan _____

The foregoing information is for your convenience only and it should be understood that you must satisfy yourself as to whether the premises and the existing or proposed use thereof is or would be in conformity with all the applicable by-laws and regulations of the Municipality. As far as work orders and matters of a similar nature, if a file search has revealed there are no outstanding items, you should be cautioned that this may only be because the premises have never been inspected. The completed information from this request is, as of the date of completion and to the best of the Township's knowledge, true and correct (errors and omissions excepted).

Fees: _____

Rush Fees: _____ (25% of total fees)

Total Owing: _____