

CANCELLATION, REDUCTION OR REFUNDS OF PROPERTY TAXES

In accordance with section 357 of the *Municipal Act, 2001*, the County of Prince Edward may cancel, reduce or refund all or part of the property taxes levied in the year in respect of which an application is made for any of the following reasons:

- (a) Changed tax class as a result of a change event as defined in the legislation;
- (b) Land has become vacant land or excess land;
- (c) Land has become exempt from taxation;
- (d) A building on the land:
 - (i) was razed by fire, demolition or otherwise; or
 - (ii) was damaged by fire demolition or otherwise to render it substantially unusable for the purposes for which it was immediately prior to the damage;
- (e) The applicant is unable to pay taxes because of sickness or extreme poverty;
- (f) A mobile unit on the land was removed;
- (g) The taxes were overcharged due to a gross or manifest error that is clerical or factual in nature;
- (h) Repairs or renovations prevented the normal use of the land for at least 3 months during the year and the property is not eligible for a vacancy rebate.

How to Submit an Application

Please complete and submit the **357/358 Application** or send your request in writing on or before the required deadline:

By mail: County of Prince Edward, Revenue Department,
332 Main Street, Picton, ON K0K 2T0

By fax: 613-476-8356

By e-mail: tax@pecounty.on.ca

Application deadline: February of the year following the taxation year of your request.

Provide the following information with your application request:

- Your name, telephone number, municipal address, roll number of the property.
- The reason for your request (see above-noted (a) to (g)).
- The date of the incident or the effective date relating to the reason for your request.
- Copies of documents that will substantiate your application, for example, for a demolished building a demolition permit and letter from the demolition contractor showing the starting and ending dates of the demolition and other relevant evidence like photographs showing damages.
- If you are an agent or representative of a person entitled to apply, you must submit a letter of authorization signed by your principal.

Application Process

The County may contact you if further documents or clarifications of your application are required. The application cannot be processed until the supporting documents are received. The documents required depend upon the reason for the application.

If you require additional information for submitting an application request form, you may contact us by phone at 613-476-2148 x 1530.