

	FCS – Request for Tax Certificate Information	Finance and Corporate Services
	Request for Tax Certificate Information	
Contact Information		SECTION 1
Date of Request (yyyy/mm/dd) _____ Firm Name _____ Requestor Name _____ Telephone _____ Fax _____ Email _____		
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 _____		
Process Time		SECTION 3
Please allow ten (10) business days to process the requested information. It is advisable to request tax information early in the process as the property may require an assessment to be completed which will delay the Tax Certificate Information and could result in a delay of the closing of the sale.		

- 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. 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 unless payment is by credit card and in which case, City personnel will contact the law firm for payment before processing tax information.
- **Information quoted is only valid for 30 days from the quotation date.** After that period, if updated tax information is required, 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 leasehold properties, Search Notes will be required prior to the issuance of a Tax Certificate. Search Notes should be emailed to legal@stjohns.ca.
- 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.
- **For Sales of Commercial Properties which are Billed Water by Meter:** Please send email to pwadmin@stjohns.ca and on the subject line enter, **METER READ** with the address of property. In the email, include the closing date of the sale and provide contact information to schedule access to the building to avoid unnecessary delays.
- **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 Information

SECTION 5

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

\$125.00 – Tax Information

\$150.00 – Tax Information and Tax Certificate

Please check payment method:

Cheque (enclosed)

Credit Card

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Completed forms should be faxed to 709-576-8162 or emailed to taxation@stjohns.ca.

For payment by Credit Card: City personnel will contact the law firm for credit card information prior to the processing of the tax information.

ST. JOHN'S

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Collection of personal information via this form is authorized under the Access to Information and Protection of Privacy Act, 2015, and is needed for the purpose of processing the above application. Questions about the collection and use of the information may be directed to Finance and Corporate Services, Revenue Accounting Division, 709-576-8251.

Please send completed
form to:

Revenue Accounting Division
PO Box 908
10 New Gower Street
St. John's, NL A1C 5M2

For further information:
Email: taxation@stjohns.ca
Phone: 709-576-8251
Fax: 709-576-8162

ST. JOHN'S

NEWFOUNDLAND AND LABRADOR, CANADA