



ELIGIBILITY REQUIREMENTS FORM

**THIS FORM MUST ACCOMPANY EVERY COMPLETED APPLICATION FOR
REBATE OF PROPERTY TAXES FOR VACANT UNITS – SEE ATTACHED**

(PLEASE CHECK ☒ TO CONFIRM ELIGIBILITY)

HAVE YOU APPLIED IN THE LAST 10 YEARS FOR THIS PROPERTY? (EFFECTIVE 2017)

☐ No

☐ YES – WHAT YEARS _____

CATEGORY 1 – BUILDINGS THAT ARE ENTIRELY VACANT

A WHOLE COMMERCIAL BUILDING WILL BE ELIGIBLE FOR A REBATE IF:

☐ THE ENTIRE BUILDING WAS UNUSED FOR AT LEAST 90 CONSECUTIVE DAYS.* **(SEE EXCEPTION BELOW)**

CATEGORY 2 – BUILDINGS THAT ARE PARTIALLY VACANT

A SUITE OR UNIT WITHIN A **COMMERCIAL BUILDING** WILL BE ELIGIBLE FOR A REBATE IF, FOR AT
LEAST 90 CONSECUTIVE DAYS* **(SEE EXCEPTION BELOW)**, IT WAS:

☐ UNUSED, AND

☐ CLEARLY DELINEATED OR PHYSICALLY SEPARATED FROM THE USED PORTIONS OF THE BUILDING;

AND

☐ EITHER ☐ CAPABLE OF BEING LEASED FOR IMMEDIATE OCCUPATION, OR

☐ UNDERGOING OR IN NEED OF REPAIRS OR RENOVATIONS THAT PREVENTED IT FROM
BEING AVAILABLE FOR LEASE OR IMMEDIATE OCCUPATION, OR

☐ UNFIT FOR OCCUPATION.

EXCLUSIONS

A BUILDING OR PORTION OF A BUILDING WILL NOT BE ELIGIBLE FOR A REBATE IF;

- IT IS A SHOPPING CENTRE (DEFINED AS GREATER THAN 25,000 SQUARE FEET THAT CONTAINS AT LEAST THREE RENTAL UNITS)
- IT IS USED FOR COMMERCIAL ACTIVITY ON A SEASONAL BASIS;
- DURING THE PERIOD OF VACANCY IT WAS SUBJECT TO A LEASE, THE TERM OF WHICH HAD COMMENCED; OR
- DURING THE PERIOD OF VACANCY IT WAS INCLUDED IN A SUB-CLASS FOR VACANT LAND.
- A REBATE HAS BEEN RECEIVED MORE THAN 3 TIMES WITHIN THE LAST TEN-YEAR PERIOD.

***EXCEPTION - TEMPORARY USE**

USES OF ANY TYPE (I.E., CHARITABLE USES, NEW START-UP BUSINESSES AND WINDOW DISPLAYS) THAT DOES NOT EXCEED 60 DAYS AND WHERE NO CONSIDERATION OF ANY KIND IS PAID, WILL **NOT** BE CONSIDERED AS A BREAK IN THE 90-DAY REQUIREMENT. A LETTER, LAYING OUT THE TERMS OF THE TEMPORARY OCCUPANCY AND SIGNED BY BOTH PARTIES, MUST BE ATTACHED TO THIS APPLICATION.