



# ANNUAL APPLICATION FOR EXEMPTION Additional Water, Sewer, and Garbage Levies

Property owners may apply for an annual exemption from additional water, sewer, and garbage levies if they meet one or more of the requirements listed below. Please note, properties on a metered water may not apply for an exemption for water, and properties on metered sewer may not apply for an exemption for sewer.

## OWNER INFORMATION

Property Owner Name(s): \_\_\_\_\_

Email: \_\_\_\_\_

Phone: \_\_\_\_\_

Service Address: \_\_\_\_\_

Property Tax Account No.: \_\_\_\_\_

Utilities Account No.: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_

Postal Code: \_\_\_\_\_

## DECLARATION

As the property owner of the above service address, I/we hereby apply for an exemption of the additional water, sewer, and/or garbage levies for the Additional Dwelling Unit/Secondary Suite:

Does not exist (effective date: \_\_\_\_\_)

*Please note: A physical inspection may be required (further annual applications may not be required)*

Will not be rented or occupied as a suite at any time during the calendar year \_\_\_\_\_.

Will be occupied by my immediate family member(s) and no form of payment will be received.

*Please note: "immediate family member" means a spouse, former spouse, child, sibling, step-sibling, half-sibling, parent or stepparent as defined in the *Family Maintenance Enforcement Act**

I/we further understand that pursuant to the relevant Bylaws, any person who evades or knowingly assists in the evasion of levies within these Bylaws is guilty of an offence and will be liable to a penalty equal to twice the amount that was evaded.

If the suite becomes rented or occupied, the City must be notified within 30 days, at which the additional levies will begin. Failure to notify the City will result in a penalty equal to twice the amount that was evaded.

It is an offence to make a false application. Please note that incomplete applications will not be accepted.

**THIS APPLICATION MUST BE COMPLETED AND SUBMITTED EACH YEAR BY DECEMBER 31<sup>ST</sup>**

\_\_\_\_\_  
Signature of Property Owner(s)

\_\_\_\_\_  
Date

## OFFICE USE ONLY

RECEIVED STAMP

Utilities Clerk

Building Inspector (CoD Only)

Manager of Finance

Director of Finance

Personal information you provide on this form is collected pursuant to Section 26 of the *Freedom of Information and Protection of Privacy Act* and will only be used for the purpose of processing this application. Your personal information will not be released except in accordance with the *Freedom of Information and Protection of Privacy Act*. Questions about the collection of your personal information may be referred to the Corporate Services Coordinator by email: [duncan@duncan.ca](mailto:duncan@duncan.ca) or phone: 250-746-6126.