

Town of Marathon NOTICE OF VACANCY

of

(under section 364 of the *Municipal Act, 2001* and Ont. Reg. 325/01)

INSTRUCTIONS

- All sections of this form must be completed and form must be signed and dated in order to be eligible for vacancy status.
- Deliver this completed form to Town of Marathon Municipal Office.
- Any person who knowingly makes a false or deceptive statement in this form will disqualify the subject property from obtaining vacancy status.
- To be eligible for vacancy status, a building or portion of a building must satisfy the conditions described in Category 1 or Category 2 below.

ELIGIBILITY (Please check / to confirm eligibility.)

Category 1 - Buildings that are Entirely Vacant

A whole **commercial** or **industrial** building will be eligible for vacancy status if:

- the entire building was unused within 14 days prior to the date vacancy notice was submitted.

Category 2 - Buildings that are Partially Vacant

A suite or unit within a commercial building will be eligible for vacancy status if, within 14 days prior to the date vacancy notice was submitted, 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 for immediate occupation, or unfit for occupation.

A portion of an industrial building will be eligible for a rebate if, within 14 days prior to the date vacancy notice was submitted, it was:

- unused; and
- clearly delineated or physically separated from the used portions of the building.

Exclusions

A building or portion of a building will not be eligible for vacancy status if:

- it is used for commercial or industrial 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.

Note: For complete information about eligibility for vacancy status and the Rebate of Property Taxes Program, please refer to Town of Marathon Policy No. FI0008.

For general information about the rebate program, you may refer to the Ministry of Finance bulletin "Property Tax Rebates for Vacant Commercial and Industrial Buildings". This bulletin is available on the Internet at www.gov.on.ca/FIN.

PROPERTY INFORMATION

Address (Number and Street)

Roll Number (See your Notice of Property Assessment or your Property tax bill, or contact Town of Marathon staff)

City/Town/Municipality, etc.
MARATHON

Province
ONTARIO

Postal Code
P0T 2E0

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Owner's Name

Representative's/Agent's Name (if applicable)

Mailing Address (Number and Street)

Mailing Address (Number and Street)

City/Town/Municipality, etc.	Province	Postal Code	City/Town/Municipality, etc.	Province	Postal Code
Telephone Number (Incl. Area Code) ()	Fax Number (Incl. Area Code) ()		Phone Number (Incl. Area Code) ()	Fax Number (incl. Area Code) ()	

Commercial	Industrial	Description of Vacant Area Include unit/suite number, floor number, building number. Attach sketch if necessary.	Size of Vacant Area in Sq. ft.	Starting Date of Vacancy (Cannot be more than 14 days prior to date Notice of Vacancy form is submitted.)									Municipal Use VACANCY CONFIRMED BY(Print name)	Only VACANCY MONITORED
				FROM			Municipal Use Only							
				day	month	year	day	month	year	day	month	year		Date
<input type="checkbox"/>	<input type="checkbox"/>		sq. ft.											Date
<input type="checkbox"/>	<input type="checkbox"/>		sq. ft.											Date
<input type="checkbox"/>	<input type="checkbox"/>		sq. ft.											Date
<input type="checkbox"/>	<input type="checkbox"/>		sq. ft.											Date
<input type="checkbox"/>	<input type="checkbox"/>		sq. ft.											Date

List continued on Page 2

I certify that the information contained in all pages of this form and attachments is true and correct.		Date
Name (print)	Signature	
Municipal Use Only		
Received by (print)	Signature	Date

