



City Treasurer:

Please find attached certain documents recently received from the Tax Office of your municipality.

The Regional Group of Companies Inc., on behalf of Canada Post Corporation, processes Applications for Grants in Lieu of Taxes for Canada Post properties. In order to process payments, please ensure that the following have been completed and forwarded to us:

1. Canada Post Corporation - Application for Grants in Lieu of Taxes.
2. Tax bill for the property, a sample tax bill for the class of property in which the CPC property is grouped, or a copy of your taxing bylaw showing the applicable tax rates for CPC property. Please indicate clearly the applicable tax rates by circling them.
3. Breakdown of space type, including occupied and vacant space.
4. Breakdown of space occupied by third party tenants. This information should be provided to you by the assessor. Please note that the Municipal Grants Act prohibits payment of Grants in Lieu of Taxes by Canada Post Corporation, for space occupied by third party tenants. These tenants are to be separately assessed and billed for taxes directly.
5. Please ensure that your records have our mailing address correctly noted.

Additional copies of the Grant Application form may be downloaded at the following website:

<http://www.regionalgroup.com/assessments/index.htm>

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