

Municipality/Taxing Authority	Province	Tax Year for which Application is made
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1. **List ALL Canada Post Corporation properties** for which you are applying for payment and **provide ALL information requested** on form # CPC-2002-5684
(If preferred you may use a spreadsheet to list the properties if all required columns are included.)

2. **IMPORTANT** - Each property listed **MUST** be accompanied by a schedule of the applicable tax rates levied for the tax year of the application, including additional comments.

3. Attach your **TAXATION BY-LAW**, listing **ALL SCHEDULED BILLING DATES** for the current year. Include capping, clawback, discount for early payment and other similar By-laws that apply to taxable property owners.

4. We require assessment appraisal cards for all properties on your application the first time you apply, following each reassessment and for newly listed properties. ()
If you can not provide these cards, please list the ()
address of the assessment office from which we ()
can obtain them. ()

5. Does each Canada Post Corporation property receive the **same services** that are available to other taxable properties in the area of service?
Yes No **IF NO attach explanation.**

6. Does your municipality wish to be considered for a Late Payment Supplement (LPS) under the provisions of the *Payments in Lieu of Taxes Act, 2000* if there is an unreasonable delay in making the payment in lieu of taxes?
Yes, only if amount exceeds \$25.00. Yes, for any amount No

IF YES attach copy of bylaw, together with a description of your municipality's practice for charging interest on overdue taxable real property tax accounts, including rate of interest and compounding frequency.
Identify the date from which interest on overdue tax accounts starts to accrue for taxable property owners. _____

7. a) Are any tenants of Canada Post Corporation currently in default on their real property tax obligations to your municipality? No Yes **IF YES** provide the following details:

Name of Tenant	ID & Address of CPC Property	Tax Year	Amount Outstanding

b) Does your municipality wish to be considered for a Late Payment Supplement (LPS) on this (these) outstanding amount(s) should they be determined to be eligible for PILT?

Yes, only if amount exceeds \$25.00 Yes, for any amount No

IF YES please provide By-law data as per Section 6

DECLARATION

I hereby certify that the information given in this application and in any documents attached hereto is true and correctly sets forth the tax rates and assessments in effect for the tax year for which this application is made.

Signature of Authorized Officer

Date

RETURN ADDRESS (PLEASE PRINT OR TYPE)

DO NOT WRITE IN THE BOX BELOW

Name and Title of Authorized Officer

Address

Postal Code

Telephone No.

Fax No.

e-mail

Approved Amount \$ _____

Signature _____

Date _____

SEND ONE FULLY COMPLETED COPY OF THIS APPLICATION AND ALL RELEVANT BYLAWS TO :



John Clark
Vice President
The Regional Group of Companies Inc.
1737 Woodward Drive, 2nd floor
Ottawa, ON K2C 0P9

NOTE: All fields must be completed for the Application to be considered for payment

Form # CPC-2002-5683A

Additional Grant Application Forms may be downloaded from http://www.regionalgroup.com/vcs_assessment_download.html