



City Hall:
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Vacancy Rebate Application

Please complete application and scan and email back to anita.young@burlington.ca

PROPERTY INFORMATION Address (Number, Street, Suite #)		Roll Number (See your tax bill): 2402 - _ _ _ - _ _ _ - _ _ _ - 0000	
City	Province	Account Number (See your tax bill)	
Burlington	Ontario		
Owner's Name		Contact Name (or Agent Name if applicable)	
Mailing Address (Number, Street, Suite)		Mailing Address (Number, Street, Suite)	
City/Town	Province	Postal Code	City/Town Province Postal Code
Phone Number	Fax Number	Phone Number	Fax Number
Name of Applicant (Print)		Signature	Date

Description of Vacant Area (include unit/suite number, floor number, building no.)	Size of Vacant Area in Sq. Ft.	Period of Vacancy Must be at least 90 consecutive days.	
		From DD/MM/YY	To DD/MM/YY

The City of Burlington requires the following **additional** documentation:

1. Copies of lease agreements. If the property was previously tenanted, a copy of the lease agreement with the previous tenants and if the property has been re-leased, a copy of the new lease. The lease agreements should include pages that identify the premises (unit number), square footage, the commencement and ending of the term and the signature page where both the owner and the tenant have signed. If not previously tenanted, an affidavit stating it was not leased.
2. A sketch of the vacant area/s.
3. For commercial properties only, documentation that the property was offered for lease within the vacancy period. Examples are: real estate listings, newspaper articles, etc.
4. If represented by an agent, written authorization from the owner is required.

PLEASE NOTE:

- The deadline for submitting final vacancy applications is the last day of February of the year following the taxation year in respect of which the application is made
- A site visit to confirm vacancy will be required for all applications