



**TAX INFORMATION / CERTIFICATE REQUEST**

1119 Thorburn Road, Portugal Cove-St. Philip's NL A1M 1T6  
 Ph: 709-895-8000 Email [taxrequest@pcsp.ca](mailto:taxrequest@pcsp.ca)

**DATE RECEIVED:**  
**INFORMATION VALID UNTIL:**

**SECTION 1**

Tax Certificate	Fee \$150 - Deed & Survey required electronically with this form	Cheque by mail	Credit card by phone
Tax Information	No Fee - Survey required electronically with this form		

Law Firm Name \_\_\_\_\_

Lawyer's Name \_\_\_\_\_

Contact Person \_\_\_\_\_

Email \_\_\_\_\_ Phone \_\_\_\_\_

Property Sale      Finance / Foreclosure      Other

**VENDOR WAIVER – RELEASE OF PRIVATE INFORMATION**

I, \_\_\_\_\_, the registered/legal owner of the above-mentioned property, hereby give my permission to release the requested tax information to the above noted law firm.

\_\_\_\_\_  
*Signature*

**SECTION 2: Mandatory as per the Municipal Assessment Act - INCOMPLETE FORMS WILL BE RETURNED**

Name of Present Owner(s) \_\_\_\_\_

Civic Address \_\_\_\_\_

Purchaser(s) Name \_\_\_\_\_

Purchaser(s) Mailing Address \_\_\_\_\_

Purchaser (s) Phone # \_\_\_\_\_ Purchaser(s) Email \_\_\_\_\_

Date of Request \_\_\_\_\_ Date of Transfer \_\_\_\_\_

**OFFICE USE ONLY**

**SECTION 3: Planning & Development Review - check as applicable**      **Reviewed by:**

Survey Attached?	Has this property been sub-divided?		
Deed Attached?	Has this property been consolidated?		
Property Description			
Single Dwelling	Vacant Land	Commercial Building	Water
Single Dwelling with Apartment	Double Dwelling	Other (specify below)	Sewer

**COMMENTS:**

\_\_\_\_\_

**SECTION 4: Rate Information - VALID FOR 30 DAYS**      **Entered by:**

PAR ID	Civic Address		
	Annual Taxes	Outstanding Taxes	Total Amount Required
Property	\$	\$	\$
Water/Sewer	\$	\$	
Business	\$	\$	Payment Plan?
Other	\$	\$	Mortgager?

**PLEASE READ:**

1. If the current annual taxes are for vacant land only, the property may be subject to a SUPPLEMENTAL INVOICE which will be prorated to the date the occupancy permit is issued and the current property owner is responsible for the supplemental invoice, regardless of when the Town receives the new assessed values.
2. Interest will be charged at a rate of 1% per month on outstanding tax balances.
3. Payments received after the Information Valid Until date may be subject to interest or other charges; payment of same will be required prior to property transfer or issuance of tax certificates.