

	<b>TAX INFORMATION / CERTIFICATE REQUEST</b> Ph: 709-895-8000 Email <a href="mailto:taxrequest@pcsp.ca">taxrequest@pcsp.ca</a> MUST BE ELECTRONICALLY SUBMITTED; PAPER COPIES NOT ACCEPTED		DATE RECEIVED:  VALID UNTIL:
SECTION 1			
Tax Certificate	Deed & Survey required electronically with this form - \$150 Fee – Credit Card Pmnt Only		
Card # _____ Expiry Date _____ CV Code _____			
Tax Information	Survey required electronically with this form		
Law Firm Name			
Lawyer's Name			
Contact Person			
Email		Phone	
Property Sale	Finance / Foreclosure	Other	
<b>VENDOR WAIVER – RELEASE OF PRIVATE INFORMATION</b>  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.  _____ <i>Digital Signature Only (Not Electronic)</i>			
SECTION 2: Mandatory 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:
PAR ID	Civic Address		
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:
	Annual Taxes	Outstanding Taxes	Total Amount Required
Property	\$	\$	\$
Water/Sewer	\$	\$	
Business	\$	\$	Payment Plan? <input type="checkbox"/>
Other	\$	\$	Mortgager? <input type="checkbox"/>

**PLEASE READ:**

- 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.
- Interest is charged on the first of each month at a rate of 1% on outstanding tax balances.
- Payments received after the 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.

Revised - July 2025