

File No.: 04-1000-20-2021-592

December 15, 2021

s.22(1)

Dear s.22(1)

Re: **Request for Information**

I am responding to your request of November 18, 2021 under the *Freedom of Information and Protection of Privacy Act, (the Act)*, for:

**Records regarding the Vacancy Tax (Empty Homes Tax) detailing how a property status declaration has been selected for audit, including records on the processes, policies, guidelines, and other information used by the Collector of Taxes to determine that a registered owner must submit additional information or evidence to verify the property status declaration or the status of the property. Date range: January 1, 2020 to November 19, 2021**

This information is publicly available, you'll find it on the City of Vancouver's website here:  
<https://vancouver.ca/files/cov/2020-231-release.pdf>

Please note, the manual is currently in draft form. The final manual will be issued at a later time.

Yours truly,

[Signature on file]

**Barbara J. Van Fraassen, BA**  
**Director, Access to Information & Privacy**

[Barbara.vanfraassen@vancouver.ca](mailto:Barbara.vanfraassen@vancouver.ca)  
453 W. 12th Avenue Vancouver BC V5Y 1V4

If you have any questions, please email us at [foi@vancouver.ca](mailto:foi@vancouver.ca) and we will respond to you as soon as possible. Or you can call the FOI Case Manager at 604.871.6584.

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