



Property Tax Office
PO Box 7747
Vancouver BC V6B 8R1

EMPTY HOMES TAX PROPERTY STATUS DECLARATION REQUIRED

The City of Vancouver has implemented a tax on empty or under-utilized residential properties called the Empty Homes Tax or Vacancy Tax.

FOLIO NUMBER:
123-456-78-0000
ACCESS CODE:
654321

- In addition to paying your Property Tax, you are required to submit a property status declaration by February 4, 2025 to determine if your property is subject to the Vacancy Tax.
- Failure to declare will result in your property being deemed vacant and subject to a Vacancy Tax at a rate of 3% of the property's 2024 taxable value.
- Please refer to the enclosed insert for instructions on how to complete your declaration or visit vancouver.ca/ehd for more information.

2025 ADVANCE TAX NOTICE DUE DATE: Tuesday, February 4, 2025



Statement Date: Nov 13, 2024

SMITH, JOHN
453 W 12TH AVE
VANCOUVER BC V5Y 1V4

FOLIO NUMBER	123-456-78-0000	ACCESS CODE	654321
LEGAL DESCRIPTION			
LOT 316 PLAN VAP100 DISTRICT LOT HT NWD PART W 1/2, EXC PT IN PL 4236.			
NEIGHBOURHOOD CODE	001		
PID	012-345-678		
PROPERTY ADDRESS	453 W 12TH AV		

DESCRIPTION	AMOUNT
Advance Levy	3,363.00
Payments/Adjustments	0.00
Arrears	14,721.77
Delinquent	7,275.23
Interest on Arrears/Delinquent to due date	225.70

AMOUNT DUE FEBRUARY 4, 2025 **\$25,585.70**

5% PENALTY IF NOT PAID BY FEBRUARY 4, 2025

This Advance Tax Notice levy represents 50% of the net previous year's taxes. The above balances reflect the status of your account as of the Statement Date.

KEEP THIS PORTION

2025 CITY OF VANCOUVER ADVANCE TAX
CITY OF VANCOUVER
PO BOX 7747 VANCOUVER BC V6B 8R1
Due Date February 4, 2025

FOLIO NUMBER 123-456-78-0000
ACCESS CODE 654321
CIVIC 453 W 12TH AV

I	AMOUNT DUE	\$25,585.70
	AMOUNT PAID	



020-105

ADVANCE

SMITH, JOHN
453 W 12TH AV
VANCOUVER BC V5V 1V4

570-275-25-00001 00025585705

Important Deadlines

FEB 4
2025

Make your **Empty Homes Tax** property status declaration by February 4, 2025 or your property will be deemed vacant and subject to the Vacancy Tax.

Make your **Property Tax** payment by February 4, 2025 to avoid late penalties.

EMPTY HOMES TAX: IMPORTANT INFORMATION

YOU ARE REQUIRED TO MAKE A PROPERTY STATUS DECLARATION BY FEBRUARY 4, 2025

Every residential property in Vancouver requires an annual declaration. Properties with multiple owners only require one declaration. Failure to declare by February 4, 2025 will result in the property being deemed vacant and subject to the Vacancy Tax. Penalties may also apply.

HOW TO MAKE YOUR PROPERTY STATUS DECLARATION

1. Visit vancouver.ca/ehd-declare.
2. Click “Submit declaration”.
3. Enter your **Folio number** and **Access code** (you can find these on the front of this tax notice).
4. Input your contact details and select your property status. You may be required to supply additional information (refer to enclosed insert).
5. Review your declaration.
6. Click “Declare” to submit your declaration.
7. You will receive confirmation of your declaration by email.

You may give permission for someone to submit your declaration on your behalf.

ADDITIONAL INFORMATION MAY BE REQUIRED TO SUBMIT YOUR DECLARATION

- If the property was occupied by a tenant/s for residential purposes, you will need to provide the name/s of tenants on each of the tenancy agreements.
- If the property was used as a principal residence by a family member, friend or permitted occupier, you will need to provide their full name and phone number.
- If your principal residence was outside of Greater Vancouver but you occupied your property for residential purposes for at least six months because you were employed full-time in Greater Vancouver and the nature of the employment required physical presence in Greater Vancouver, you will need to provide the name and contact details of your employer.
- If the property was either: undergoing redevelopment or major renovations where permits had been issued, or the lands were vacant or heritage property and you had submitted an application to redevelop and permits are under review, you will need to provide the building or development permit/application number and a short description of the project.
- If you, or the occupier, or your tenant/subtenant was residing in a hospital, long term or supportive care facility and had previously been using the property as a principal residence or occupying it as a tenant, you will need to provide the name of the person receiving care and name and contact information of the medical facility.
- If the property was subject to a court order, court proceedings, or governmental order prohibiting occupancy and actions to permit occupancy were carried out diligently and without delay in accordance with any timelines in the order, you will need to provide the court file/order number.

PROPERTY TAX: WAYS TO PAY

To avoid a 5% penalty, the City of Vancouver must receive your tax payment by February 4, 2025.



Pay through your financial institution either online or by phone using the 12-digit folio number on this notice. For more details visit vancouver.ca/bank-payment.

Plan ahead as postal service and financial institution processing time can affect when funds are delivered to the City and may result in a penalty.



Make your payment in person at your financial institution by the Due Date. Bring your tax notice.



Drop your cheque payable to City of Vancouver at City Hall, 453 West 12th Avenue (south) entrance mail slot 24 hours a day. Payments received after midnight on the Due Date will be considered late.



Send your payment by mail to:

City of Vancouver
PO Box 7747, Vancouver, BC V6B 8R1

- Mail your cheque payable to City of Vancouver.
- Make sure you mail your cheque early and leave extra time for delivery.
- Postmarks are not accepted as proof of on-time payment.
- Mail lost or delayed by the post office will be subject to penalty.
- Credit card cheques are not accepted.
- If postdating your cheque, use February 4, 2025 and write your Folio number on your cheque.

18-296-02

CONTACT US

West Annex* (Development & Building Services Centre):
(Cambie and 10th Avenue, one block north of City Hall)
515 West 10th Avenue, Ground Floor

Phone:
3-1-1 (7 am - 10 pm, 7 days a week)
Outside Vancouver: 604-873-7000

Please note: If you wish to pay your property tax during holiday closures, please use the alternate payment options listed above.

Visit: vancouver.ca for details

For more information on the Empty Homes Tax visit: vancouver.ca/ehd

For more information on Property Tax visit: vancouver.ca/property-tax

*NOTE: As of February 12, 2024, Revenue Services is temporarily located in the same building as the Development and Building Services Centre.