



# EMPTY HOMES TAX PROPERTY STATUS DECLARATION REQUIRED

Property Tax Office  
PO Box 7747  
Vancouver BC V6B 8R1

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:**

123456

● In addition to paying your Property Tax, you are required to submit a property status declaration by February 2, 2022 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 2021 taxable value.

● Please refer to the enclosed insert for instructions on how to complete your declaration or visit [vancouver.ca/ehf](http://vancouver.ca/ehf) for more information.

## 2022 ADVANCE TAX NOTICE

DUE DATE: Wednesday, February 2, 2022



Statement Date: Nov 3, 2021

LASTNAME, FIRSTNAME  
453 12TH AVE W  
VANCOUVER BC V5Y 1V4

FOLIO NUMBER	123-456-78-0000	ACCESS CODE	123456
LEGAL DESCRIPTION			
LOT 123 PLAN LMS1234 DISTRICT LOT 123 NEW WESTMINSTER			
NEIGHBOURHOOD CODE	012		
PID	123-456-789		
PROPERTY ADDRESS	453 12TH AVE W		

DESCRIPTION	AMOUNT
Advance Levy	1,581.00
Payments/Adjustments	0.00
Arrears	6,877.41
Delinquent	3,618.40
Interest on Arrears/Delinquent to due date	61.21

**AMOUNT DUE FEBRUARY 2, 2022** **\$12,138.02**

**5% PENALTY IF NOT PAID BY FEBRUARY 2, 2022**

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

2022 CITY OF VANCOUVER ADVANCE TAX  
CITY OF VANCOUVER  
PO BOX 7747 VANCOUVER BC V6B 8R1  
Due Date February 2, 2022

FOLIO NUMBER 123-456-78-0000  
ACCESS CODE 123456  
CIVIC 453 12TH AVE W

I	AMOUNT DUE	\$12,138.02
	AMOUNT PAID	



012-123456

ADVANCE

LASTNAME, FIRSTNAME  
453 12TH AVE W  
VANCOUVER BC V5Y 1V4

123-456-78-00000 00012138028

# Important Deadlines

## FEB 2 2022

Make your **Empty Homes Tax** property status declaration by February 2, 2022 or your property will be deemed vacant and subject to the Vacancy Tax.

Make your **Property Tax** payment by February 2, 2022 to avoid late penalties.

## EMPTY HOMES TAX: IMPORTANT INFORMATION

### YOU ARE REQUIRED TO MAKE A PROPERTY STATUS DECLARATION BY FEBRUARY 2, 2022

Every owner of residential property in Vancouver is required to make a property status declaration each year. Failure to declare by February 2, 2022 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/eht-declare](http://vancouver.ca/eht-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 2, 2022.



Verify the current 12-digit folio number displayed on this notice, then pay online or by phone through your bank or credit union.



Drop your cheque payable to City of Vancouver at the City Hall 12th Avenue (south) entrance mail slot 24 hours a day, 7 days a week.



Make your payment in person at your bank. Ensure you take this tax notice with you.



Note - the option to pay in person at Revenue Services in City Hall may be limited or unavailable. Check [vancouver.ca](http://vancouver.ca) or phone 3-1-1 beforehand.



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 2, 2022 and write your Folio number on your cheque.

18-296-02

## CONTACT US

**Vancouver City Hall:**  
453 West 12th Avenue  
Revenue Services Department (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](http://vancouver.ca) for details

**For more information on the Empty Homes Tax visit:** [vancouver.ca/eht](http://vancouver.ca/eht)

**For more information on Property Tax visit:** [vancouver.ca/property-tax](http://vancouver.ca/property-tax)