



## Form B – Permitted Occupant

(Occupant providing documents directly to the City)

### Vacancy Tax (Empty Homes Tax)

#### Consent for the City of Vancouver to Collect and Use Third-Party Occupant Information

OCCUPANT'S NAME	
REGISTERED OWNER'S NAME	
OCCUPANCY DATES (mm/dd/yyyy – mm/dd/yyyy)	
CIVIC ADDRESS OF PROPERTY	

I, the occupant named above, authorize the City of Vancouver to collect, use, and retain my personal information listed below for the purpose of verifying the property status declaration for the civic address under the Vacancy Tax (Empty Homes Tax) program. I am providing the following information as evidence of occupancy (check all boxes that apply):

Primary Documents (select at least one):

- ☐ BC Driver's Licence, Services Card or Identity Card
- ☐ ICBC Residential Address History Report (Note: an ICBC Residential Address History is required if licence is modified by a sticker or issued recently. It can be obtained free online at <https://onlinebusiness.icbc.com/clio>)
- ☐ First page of Canada Revenue Agency Notice of Assessment issued in the year under audit

Secondary Documents (select at least three):

- ☐ Correspondence from a government authority (Note: City of Vancouver documents are not accepted)
- ☐ Homeowner's or tenant's insurance
- ☐ ICBC vehicle insurance and registration
- ☐ Utility bills (i.e Fortis BC, BC Hydro, cell phone, cable, and/or internet bills)
- ☐ Bank or credit card statements
- ☐ Other document(s) (please specify): \_\_\_\_\_

Note: Documents must be valid for at least 6 months of the vacancy reference period under audit. Documents must display the occupant's name, the civic address, and the date of issuance only. Sensitive information may be redacted

Questionnaire

1. Do you own any residential properties within or outside of the City of Vancouver? ☐ YES ☐ NO
2. If you selected "Yes", please provide the full address(es) of any applicable property:  
\_\_\_\_\_
3. Are you legally permitted to spend more than six months per year in Canada? ☐ YES ☐ NO

OCCUPANT'S SIGNATURE	DATE OF CONSENT
OCCUPANT'S EMAIL ADDRESS	OCCUPANT'S PHONE NUMBER

**How to submit documents:**

- In person at Revenue Services 515 West 10<sup>th</sup> Ave, Vancouver. Hours: 8:30-5:00 Monday to Friday
- Via registered mail to Vacancy Tax Office 453 W 12th Ave, Vancouver V5Y 1V4

**Notice of Purposes and Authority:** The City of Vancouver is collecting your personal information to verify your occupancy at the address listed above. The City will collect, use, and retain the information to verify the property status declaration under the Vacancy Tax Program. Your information is collected and used by the City under the authority of sections 26(c), 27(1)(a)(i), 32(a), and 32(b) of the Freedom of Information and Protection of Privacy Act. You are able to revoke your consent at any time by submitting written notification to the Vacancy Tax Office, PO Box 7747, Vancouver BC, V6B 8R1. If you have any questions about this collection, use, and disclosure of personal information or the consent form please contact 3-1-1.