

## Vacancy Tax (Empty Homes Tax)

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

I,

\_\_\_\_\_  
Occupant's Name (PRINT)

Authorize the City of Vancouver to collect, use, and retain my personal information listed below for the purpose of verifying the Registered Owner's property status declaration under the Vacancy Tax (Empty Homes Tax) program.

The time period (mm/dd/yyyy – mm/dd/yyyy) for which the property at \_\_\_\_\_  
was used as your principal residence: \_\_\_\_\_

#### Provide responses to the following questions:

1. Do you own any other residential property or properties both within and outside of the City of Vancouver?  
Confirm by entering "Yes" or "No" \_\_\_\_\_
2. If you entered "Yes" for Question 1, please provide the full address(es) of any applicable property. Otherwise, indicate "N/A" \_\_\_\_\_
3. Are you legally permitted to spend more than six months per year in Canada?  
Confirm by entering "Yes" or "No" \_\_\_\_\_
4. Were Canada Revenue Agency tax documents mailed to this property in the applicable vacancy reference period?  
Confirm by entering "Yes" or "No". If "No", please explain why \_\_\_\_\_

#### I am providing the following information as evidence of occupancy (check all boxes that apply):

##### A copy of one of the following documents belonging to the permitted occupant:

- BC driver's licence. *Note: an ICBC Residential Address History is required if licence is modified by a sticker or issued recently. This can be obtained free from the ICBC website at <https://onlinebusiness.icbc.com/cli>*
- BC Identification Card (BCID Card)
- British Columbia Services Card

##### Copies of three (3) types of the following supporting documents belonging to the permitted occupant:

- Correspondence from a government authority regarding the receipt of benefits such as a pension, unemployment benefits, housing benefits, etc.
- First page of Canada Revenue Agency (CRA) Notice of Assessment (SIN can be redacted if preferred).
- All ICBC vehicle insurance and registration policies.
- Official Medical Services Plan (MSP) monthly invoice.
- Monthly utility bills issued during the applicable vacancy reference period (i.e. official BC Hydro or Fortis invoices).
- Additional document(s) (please specify): \_\_\_\_\_

\_\_\_\_\_  
E-mail address (PRINT)

\_\_\_\_\_  
Phone number

\_\_\_\_\_  
Occupant's Name (PRINT)

\_\_\_\_\_  
Occupant's Signature

\_\_\_\_\_  
Date of Consent

**Note to the Permitted Occupant:** Please provide this signed form to the City along with documents you are providing as evidence of occupancy. Documents can be submitted in person at City Hall Revenue Services 453 W 12th Ave Vancouver, BC. Hours: 8:30-5:00 Monday to Friday. There is an after-hours drop box available. Or by registered mail to Vacancy Tax Office PO Box 7747 Vancouver, BC V6B 8R1.

**Notice of Purposes and Authority:** The City of Vancouver is collecting your personal information to verify your occupancy at the Occupant's Address. 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.