



POLICY FS- 28: Property Tax Assistance Program for Low-Income Property Owners

Financial Services

Approval Date: May 24, 2016

**Approval Authority: May 24, 2016 Council Meeting approved May 17, 2016
Council-In-Committee Resolution No. 19**

Effective Date: May 24, 2016

Revision Date/s:

Purpose:

Norfolk County has developed a Property Tax Assistance Program for Low-Income Property Owners. This is an application based program available for qualified property owners. Please note that this is a loan program, not a rebate or tax write off.

Policy Statement:

The Property Tax Assistance Program for Low-Income Property Owners (hereinafter referred to as The Program) is designed as an option to assist low income property owners in addressing payment of property taxes. The Program provides a Tax Assistance Loan (Tax Loan) to the property owner which may allow the property owner to continue living in their home without threat of a tax sale.

Participation in the Program requires that the property owner complete an Application for Property Tax Assistance for Low-Income Property Owners (the Application) on an annual basis and meet certain qualifications. Qualified persons may defer some or all property taxes levied on the primary residence (in residential and/or farm tax class) until the property is sold or ownership is transferred.

General Program Eligibility Requirements

- The applicant must be a registered owner of the property.
- The applicant must occupy the property as their primary residence.
- The property must be in the residential or farm tax class.
- Qualifying income must include total household income – all co-owners must meet qualifications.

Implementation Procedure

- Upon approval of the Application, a lien will be registered on title of the property indicating that taxes and interest are owed to the County.

- The applicant will reimburse the County directly for all costs associated with registration and discharge of the lien. Failure to do so may result in disqualification of the application.
- Applicants approved for participation are required to pay an annual administration fee.
- The property owner is required to submit an Application for the Program each year.
- The applicant must provide Norfolk County with proof of income.
- The applicant must provide proof of current property insurance coverage with the Application.
- The maximum total amount advanced for property taxes and interest is 45% of the current assessed value as provided by the Municipal Property Assessment Corporation (MPAC).
- The Tax Loan is not transferable to another person.
- The Tax Loan is for taxes levied only – it will not include other charges added to the account such as WSIB or water/sewer arrears.
- Any charges added to the tax account not related to the Program must be paid separately. Failure to do so may result in disqualification from the program.
- Interest on the deferred amount will be charged based on the County's average rate of return for short-term investments and will be updated in January for the life of the loan.
- Low-income criteria will be based on the most recent Low Income Cut Offs (LICO) as determined by Statistics Canada.
- Notwithstanding the aforementioned criteria, Norfolk County reserves the right to disqualify any Application where continuance is not in the County's best interests.

Repayment of Low-Income Tax Assistance Loan

Full or partial payments of the outstanding Tax Loan may be made at any time.

The balance of the Tax Loan becomes due and payable, in full at the earliest of the following dates:

1. The date the real property with respect to which the Tax Loan has been granted is sold or transferred; or
2. The date the applicant who applied for the Tax Loan dies unless the applicant is survived by a spouse or co-applicant who continues to qualify and who shall thereafter be deemed to be the applicant who applied for the Tax Loan.
3. The Tax Loan provided is not transferable (including to the estate of deceased owners) except as in # 2 above.

Attachments:

Application for Property Tax Assistance for Low-Income Property Owners



**Application for Property Tax Assistance Program
for Low-Income Property Owners**

The information provided in the Application for Property Tax Assistance Program for Low Income Property Owners, is collected under the privilege of the Municipal Freedom of Information and Protection of Privacy Act and is for the sole use of the Municipality to determine eligibility and administer the program.

Roll #
3 3 1 0

Address of Property (Civic Address)

Applicant's Mailing Address:

	Applicant 1	Applicant 2
Last Name	<input type="text"/>	<input type="text"/>
First Name	<input type="text"/>	<input type="text"/>

Applicant(s) Telephone Number:

Home:	Cell:
Email:	

Registered Owner(s) of Property Note: If there is more than one owner, all owners must sign and be listed on the application.

Alternate Contact Person: (If there is a Trustee, Executor or Power of Attorney acting on your behalf in relation to this application). The applicant authorizes Norfolk County to correspond with:

Name:

Address:

Telephone:

First Time Application

Renewal Application

You must complete the following section: Please check the correct responses		
1. a) Do you live at this property and is it your principle residence?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
b) Is the property a duplex, triplex or contain a separate apartment unit?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If Yes - (i) do you occupy only a portion of the property?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(ii) is any portion of the property used as a rental property?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
2. List all people who live at the property address		
Name	Over 18 yrs Old	Student
_____	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
_____	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
_____	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
_____	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
3. Are you and/or anyone who lives on the property self- employed?		<input type="checkbox"/> Yes <input type="checkbox"/> No
If "yes", you must include the Revenue Canada business tax statement as well as the notice of personal income tax Notice of Assessment.		

Proof of Income for the previous Tax Year Must be Included	
A. Applicant's Income	\$
B. Income of Applicant's spouse, common law partner, or domestic partner	\$
C. Other resident(s) Income:	\$
D. Income from a Boarder / Renter: (if not reported in income above)	\$
Combined Gross Household Income* (Add lines A, B, C and D):	\$
*Note: Combined Gross Household Income means all income earned or received by household residents over 18 years of age** in the prior year. Be sure to include a copy of your Income Tax Notice of Assessment as proof of income.	
**Income of students over 18 years of age is not required on the condition that you supply a letter or supporting documentation from the school stating that the student is enrolled as a full-time student.	

Application Check List

Your application must be complete in order to be processed. Make sure to include the following:

- Proof of household income from Canada Revenue Agency (previous year's Notice of Assessment) and business tax statement, if applicable. Household income includes the applicant's income and also income of individuals who are not owners but live at the same address.
- Proof of rental income/ expenses
- Proof of power of attorney, executor, guardian, trustee, or living interest must be included unless you have previously submitted this to Norfolk County.
- Letter from school regarding enrollment, if applicable This applies to dependents over the age of 18 with income.
- Application signed by the owner(s) who has title to the property.
- Proof of current home insurance coverage (insurance policy or binder)

Need Help Completing Your Application?

If you require further assistance please contact 519-426-5870 extension 1666.

Signature(s)

I/ we hereby declare that the above information is a true and accurate statement.

I/we authorize Norfolk County to advance a loan to cover the property taxes of my/our property taxes in the principle amount of: _____

I/we agree to pay an annual loan administration fee of \$_____.

I/we authorize Norfolk County to take any means required to verify all information included in this application.

I/we shall notify the Norfolk County Financial Services Department of any change in financial circumstances that would impact this application or my/our eligibility for tax deferral.

I/we acknowledge;

-Any amount advanced to my property tax account under this program is subject to annual interest charges.

-Unpaid taxes and interest will constitute a lien on the applicable real property.

-It is the property owner's responsibility to ensure participation in the tax assistance program does not contravene agreements with other lenders.

If any benefits received from this application are accepted under false pretences, the total amount shall be revoked and recovered by any means deemed necessary by Norfolk County.

Signature of Applicant(s): _____

Signature of other property owner(s): _____

Date _____

Office Use Only	
Loan Amount:	Processed by:
	Date:
	Letter Issued: