Application Form for Cancellation, Reduction, or Refund of Property Taxes

Please complete the form below if you wish to apply for a cancellation, reduction, or refund of property taxes, in accordance with **Section 357** or **358** of the Municipal Act, 2001.

Paper copies of this application are available upon request.

Please note that all applications made under **Section 357** for last year's taxes must be made by the last day of February. We will not accept applications for taxes two years prior, or for last year's taxes submitted after the February deadline (with exceptions; see further below).

For example, in March 2026, we will not accept **Section 357** applications for 2024 taxes (too old) or 2025 taxes (missed the February deadline).

Exception: Applications for **tax overcharges** that are up to two years old or missed the February deadline can instead apply under **Section 358**. An application under **Section 358** must be made by December 31, two years after the year of application.

Any applications that are made outside the due dates mentioned above will not be accepted.

Property Information

Property Roll Number: *

Taxation Year *

Property Address: *

Name of Property Owner: *

Applicant Information

An application may only be made by the owner of the land or by another person who,

a. has an interest in the land as shown on the records of the appropriate land registry office and the sheriff's office;
b. is a tenant, occupant or other person in possession of the land; or
c. is the spouse of the owner or other person described in clause (a) or (b).

Applicant's Name: *

Mailing Address: *

Phone Number: *

Email Address: *

Reason For Application

Please select one of the following reasons: *

- ☐ Ceases to be liable to be taxed at rate it was taxed - 357(1)(a)
- ☐ Became vacant or excess land - 357(1)(b)
- ☐ Became exempt - 357(1)(c)
- ☐ Razed by fire, demolition or otherwise - 357(1)(d)(i)
- ☐ Damaged and substantially unstable - 357(1)(d)(ii)
- ☐ Mobile unit removed - 357(1)(e)
- ☐ Gross or manifest error clerical/factual - 357(1)(f) or 358
- ☐ Repairs/renovations preventing normal use (min. 3 months) - 357(1)(g)

Details of Reason for Application: *

Effective From (mm/dd/yyyy): *

Effective To (mm/dd/yyyy): *

Will you be attaching supporting documents? *

☐ Yes ☐ No

If you answered yes, please print and include your supporting documents with this application.

If you answered no, please tell us why you have chosen not to attach supporting documents:

Sign-Off

I certify that the information contained on this form and all attachments are true and correct.

Applicant's Signature *

To the extent that the foregoing information constitutes personal information as defined by the Municipal Freedom of Information and Protection of Privacy Act (MFIPPA), R.S.O. 1990, Chapter M.56, as amended, the information is subject to the provisions of that Act and will be used exclusively by the Tax Department for the collection of amounts owing to the Corporation of the Municipality of Mississippi Mills. Questions about the collection of personal information should be directed to the Clerk's Department, PO Box 400, 3131 Old Perth Rd, Almonte, ON K0A 1A0. Call 613-256-2064 or email clerk@mississippimills.ca.

Thank You

Your application has been forwarded to our Tax Department.

What to expect next:

As per Section 357(5) of the Municipal Act, 2001, you will be notified at least 14 days before the Council meeting where a decision on your application will be made. You may make representations to Council at the meeting. This Council meeting will be held on or before September 30.

Once a decision is made at a Council meeting, you will be notified of the decision within 14 days. You will have 35 days after the decision date to appeal.

Do you have questions?

Contact the Tax Department:

613-256-2064

tax@mississippimills.ca