



**CITY OF REVELSTOKE
APPLICATION FOR PAYMENT OF
PROPERTY TAXES BY INSTALLMENT**

Name:	
Name (Joint Owner):	
Mailing Address:	Under 65 <input type="checkbox"/> 65 & Older <input type="checkbox"/>
Civic Address:	Will this be your principal residence? Yes <input type="checkbox"/> No <input type="checkbox"/>
Telephone #(s):	Roll#:
Property Tax Installment Calculation (For Office Use)	
Total amount of property taxes to be paid by installment (including utilities)	\$ A
Monthly installment (Amount shown at point A divided by 12)	\$ B
Amount payable at date of application _____ X B	\$ C
<small>(Note: if this application is made after January 1 the installments that would have been due put to the date of the application must be paid before the installment plan can be activated)</small>	

I/We hereby apply for the property taxes in the property identified above to be paid by installment in accordance with the provisions of Bylaw #1630 and agree to be bound by its terms. Please ensure that the Provincial Home Owner Grant is claimed by July 2nd in order to avoid a 10% penalty on that portion.

I confirm that I have read and understood those terms and conditions.

Signature:	Signature (Multiple Owners Only)
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I/We hereby authorize the City of Revelstoke to withdraw preauthorized payments from the following bank account monthly with the amounts shown at (B) above which may be subject to change with no less than 10 days written notice.

Transit #:	Account #:
Institution #:	
Name and Address of Bank:	

*****Please attach a copy of a voided cheque*****



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- 1) A property owner may elect to pay property taxes under the alternative scheme established under this bylaw by giving written notice to the City no later than April 30th in the tax year to which the application applies. Such written notice shall be in the prescribed form as shall be determined by the City.
- 2) Where an application is not received under clause 1) above property taxes and penalties thereon are deemed to be due in accordance with Section 366 of the Municipal Act.
- 3) In order for a property owner to be able to make application under clause 1) above all existing outstanding property taxes must be paid.
- 4) The installment plan shall be for 12 (twelve) months from January to December inclusive for the property taxes for each tax year.
- 5) The monthly installment amount shall be calculated by dividing the total amount of property taxes due for the year by 12 (twelve). If the actual property tax liability for the year is not yet known the monthly installment shall be determined by reference to the property taxes for the immediately preceding year. Once the actual property taxes for the installment year are known the monthly installment amount shall be adjusted to ensure that the full amount of the property taxes are collected within the 12 (twelve) month period. Where an application is received later than January 1 for the current tax year, all monthly installments that would have been due prior to the application date must be paid at the time the application is approved.
- 6) Installment payments received under this bylaw prior to the tax due date shall not be deemed payments in advance and interest shall not accrue thereon.
- 7) Once a property owner has elected to pay under the alternative scheme as herein outlined he or she shall remain on such scheme for each succeeding year until such time as 30 (thirty) days' notice of cancellation in writing is delivered to the City in the prescribed format.
- 8) The method of payment shall be by monthly pre-authorized payment to the property owner's bank account and the dates of such pre-authorized payments shall be determined by the City.
- 9) Where a pre-authorized payment is refused by the property owner's bank an NSF charge shall be levied by the City on the property owner in accordance with the current rate provided in the Fees and Charges Bylaw.
- 10) Where 2 (two) consecutive refusals occur under clause 9) above the property owner shall be deemed to have defaulted under his or her agreement to pay taxes by installment and their application to pay property taxes under the alternative scheme shall be cancelled forthwith and all outstanding property taxes, penalties and charges shall become due and payable immediately or by the property tax due date, whichever is the later.
- 11) Where cancellation of an application occurs under either clauses 7) or 10) after the property tax due date a penalty shall be applied to the total amount of property taxes outstanding at the date of cancellation at the rate prescribed by the Lieutenant Governor in Council as provided by the Municipal Act. This penalty shall not apply where such cancellation is upon notification by the property owner when there is a change in property ownership provided that all outstanding property taxes are paid in full at the time the change of ownership takes place.
- 12) A separate application shall be required for each property.
- 13) Where the property is jointly owned an application under this bylaw shall require the signatures of both owners. Where more than 2 (two) owners are involved the written consent of a majority of the owners shall be required before an application will be accepted.
- 14) A property owner who has defaulted on his or her installments under clause 10) shall be barred from making a new application under this bylaw for one complete tax year.
- 15) It is the responsibility of the property owner to ensure that correct information is provided to the City for the purposes of processing payments and the City does not accept any responsibility for returned payments other than through the fault of the City.
- 16) Property taxes shall include all property taxes collected for other authorities, utilities and other charges levied on the tax notice but shall not include balances outstanding from a prior year which require to be paid in full before application under this bylaw is permitted.