

ANNUAL Application for Tourist Home Personal Use: Tax Year 2022

For properties classed for assessment purposes as 'Tourist Home', the Town of Canmore Bylaw 2013-01 includes a provision whereby registered owners on title may apply to the Town for the Residential property assessment sub-class 'Tourist Home - Personal Use'. This results in the 'Tourist Home Personal Use' mill rate being applied in the calculation of the annual property tax levy. This provision is dependent on the property being used only for personal purposes and will not be advertised or operated for short-term or long-term rental during the tax year listed above. The application process consists of a Statutory Declaration; further supporting documentation may be requested.

To be eligible for the Tourist Home – Personal Use assessment sub-class, all registered owners on Title must submit their own completed declaration by January 31, ANNUALLY.

STATUTORY DECLARATION

I, _____

<i>First Name</i>	<i>Middle Name</i>	<i>Last Name</i>
<hr/>		

of _____

<i>Mailing Address</i>	<i>City/Town</i>	<i>Prov/State</i>	<i>Postal Code/Zip</i>
<hr/>			

<i>Daytime Phone Number</i>	<i>Email Address</i>
<hr/>	<hr/>

YES! Enroll me for future electronic notifications as they become available

do solemnly declare that as of January 1, 2022

the property identified as _____

Month / Day / Year

Civic Address of Tourist Home

is not and will not, for the period relating to this declaration, operate as a Tourist Home or for rental purposes (short-term or long-term), and that I am a registered owner on title of the above-noted property. I make this solemn declaration conscientiously, and knowing that it is of the same force and effect as if made under oath. I acknowledge that I am aware the minimum fine for making a false declaration as per Town of Canmore Bylaw 2013-01, is \$10,000.

Terms and Conditions:

I acknowledge that I understand and agree that:

- the application of the 'Tourist Home - Personal Use' assessment sub-class is valid for the tax year (Jan. 1 – Dec. 31) above.
- declarations will not be accepted by the Town of Canmore beyond the annual due date of January 31.
- property taxes will not be pro-rated for the taxation year when this application is received after January 31.
- if, at any time during this period, the Town of Canmore is notified or becomes aware by any means that this property has been advertised (particularly on any vacation rental web sites) or rented as a Tourist Home or used for other rental purposes, the application of the 'Tourist Home - Personal Use' assessment sub-class to this property will be revoked and a penalty of \$10,000 will be applied.

Signature of Property Owner/Declarant

Declared before me at

City/Town *Prov/State*

This

Month / Day / Year

Commissioner of Oaths - Signature

Commissioner of Oaths – Printed Name

*Commissioner number & expiry date
or include Commissioner stamp below*

Office Use Only – only if hard copy submitted

Received: _____ Copy to Declarant: Yes / No
Received By: _____ In Person / Mail /
Fax Approved for Tax Year: **2022**
Received By (initials): _____

UPLOAD YOUR COMPLETED DECLARATION TO: www.canmore.ca/THPU

Return your signed and witnessed declaration by:

UPLOAD YOUR DECLARATION DIRECTLY TO:

www.canmore.ca/THPU

By uploading your signed and witnessed declaration directly to our site, you will receive confirmation once your submission has been received and validated. It is critical to receive confirmation that your declaration has been processed and to maintain this confirmation for your records.

Alternative options for submission:

In Person:

Town of Canmore Civic Centre
902 7th Avenue
Canmore, AB, T1W 3K1

Mon - Fri, 8:30am - 4:30pm
Commissioner of Oaths on site*

**Please be sure to check our website in advance to confirm staff availability: www.canmore.ca/THPU*

Mail:

Town of Canmore
THPU Program
902 7th Avenue
Canmore, AB
T1W 3K1

The Town of Canmore accepts no responsibility for declarations that are lost in the mail. It is an owner's responsibility to confirm that the declaration has been received by the Town no later than the due date. Registered mail is recommended. Be sure to retain a copy of your completed declaration.

Declarations must be received by the Town of Canmore no later than January 31

Electronic Notifications (if applicable)

1. It is the responsibility of the applicant to ensure that their email address is kept current with the Town of Canmore Finance Department for all future correspondence. The Town of Canmore will not be responsible for the non-receipt of notifications due to an invalid email address or the applicant's server malfunction.
2. Please be sure to add eBilling@canmore.ca AND taxes@canmore.ca to your safe sender list.
3. Non-receipt of your property tax notices does not exempt you from penalty due to late payment.