



CITY OF OWEN SOUND
808 2nd Ave E
Owen Sound, ON N4K 2H4
Telephone: (519) 376-1440
Fax: (519) 371-0511

PROPERTY INQUIRY REQUEST FORM

Complete this form in full for each separate property. Forms not fully completed and/or not accompanied by the required fee will be returned unanswered. A minimum of 2-3 weeks is required for regular processing, or 1-3 days for rush Tax/Water Certificates.

INFORMATION REQUESTED BY:

Acting on behalf of, or you are the: Purchaser Seller

Firm Name: _____ Your Reference No.: _____

Contact: _____ E-Mail: _____

Full Address: _____ Phone: _____

DESCRIPTION OF THE PROPERTY:

A separate form is required for each address.

Roll #:

Property Address:

Legal Description:

Present Owner:

Proposed Owner (if applicable):

Tenant and contact information (if applicable):

Mortgage Renewal date OR Sale Closing date OR Re-financing date:

CURRENT USE OF SUBJECT LAND:

- | | | |
|--|--|--|
| <input type="checkbox"/> Single Family Detached Dwelling | <input type="checkbox"/> Multiple (apt) Dwelling | <input type="checkbox"/> Industrial Land Use |
| <input type="checkbox"/> Semi-Detached Dwelling | <input type="checkbox"/> Converted (to apt) Dwelling | <input type="checkbox"/> Institutional Land Use |
| <input type="checkbox"/> Duplex Dwelling | <input type="checkbox"/> Commercial Land Use | <input type="checkbox"/> Other (Please Specify): |
| <input type="checkbox"/> Row Dwelling | <input type="checkbox"/> Commercial/Residential | |

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INFORMATION REQUESTED:

1.	Tax/Water Certificate – Residential or Commercial properties with water Rush: 1-3 business days	<input type="checkbox"/> i \$80	<input type="checkbox"/>
		Rush: \$100	<input type="checkbox"/>
2.	Tax Certificate – <u>Only</u> for properties with no water or upon mortgage renewal Rush: 1-3 business days	<input type="checkbox"/> i \$50	<input type="checkbox"/>
		Rush: \$70	<input type="checkbox"/>
3.	Utility Certificate – Only for Georgian Bluffs or Meaford properties using City water	<input type="checkbox"/> i \$30	<input type="checkbox"/>
4.	Work Order Check – By-law Enforcement	<input type="checkbox"/> i \$75	<input type="checkbox"/>
5.	Agreement Release – Clerk’s	<input type="checkbox"/> i \$250	<input type="checkbox"/>
6.	Certificate of Compliance/ Final Completion - Development – Clerk’s	<input type="checkbox"/> i \$500	<input type="checkbox"/>
7.	Lot Release – Clerk’s	<input type="checkbox"/> i \$150	<input type="checkbox"/>
8.	Security Reduction/Return – Clerk’s	<input type="checkbox"/> i \$150	<input type="checkbox"/>

9.	Heritage Registry Notice – Planning	<input type="checkbox"/> i \$25	<input type="checkbox"/>
10.	Permit/Work Order Status – Building	<input type="checkbox"/> i \$75	<input type="checkbox"/>
11.	Current Planning/Zoning Information By-law 2010-078, as amended	<input type="checkbox"/> i \$100	<input type="checkbox"/>
12.	Historical Planning/Zoning Information By-law 1985-078, as amended	<input type="checkbox"/> i \$150	<input type="checkbox"/>
13.	Copy of Fire Report	<input type="checkbox"/> i \$60	<input type="checkbox"/>
14.	Fire Inspections Indicate: a,b,c,d,e,f,g,h,i, or j. <i>See info button for descriptions.</i>	<input type="checkbox"/> i	<input type="checkbox"/>
	If c. or d. was selected : If f. was selected:		
15.	Existing municipal services availability – Engineering	<input type="checkbox"/> i \$50	<input type="checkbox"/>
16.	Release of individual lot from Agreement – Planning/Engineering	<input type="checkbox"/> i \$100	<input type="checkbox"/>

Total to be paid:

Completed forms can be dropped off at City Hall, mailed or emailed to serviceowensound@owensound.ca. Payment can be made via cheque or credit card. Credit cards can be entered over the phone by calling (519) 376-1440 ext.1901, or in person at City Hall. **Requests are only started once proof of payment is made.**