

**IMPORTANT DEADLINE:** You must submit your property status declaration by February 2, 2018


Failure to declare by February 2, 2018 will result in your property being deemed vacant and subject to a Vacancy Tax of 1% of the property's 2017 assessed taxable value.

## How to make an Empty Homes Tax property status declaration


### Step-by-step guide

- 01


Get your **Folio Number** and **Access Code** from the front of your Advance Tax Notice


- 02


**Review the table on the back of this insert** to see if you will require additional information to complete your declaration


- 03


Visit: **vancouver.ca/eh-declare**


- 04


Click **“Submit Declaration”**


- 05


Enter your **Folio number** and **Access code**


- 06


Input your **contact details** and **select your property status**


- 07

Click **“Declare”** to submit your 2017 declaration


- 08

You will receive **confirmation of your declaration by email**



Ensure the information you provide on your declaration is accurate and correct, as false declarations will result in fines of up to \$10,000 per day of the continuing offense, in addition to payment of the tax.

You may give permission for someone to submit your declaration on your behalf.

For more information visit [vancouver.ca/eh](http://vancouver.ca/eh) or phone 3-1-1.

## Additional information may be required to submit your declaration

Please review the table below and ensure you have all the required information when you make your property status declaration.

**Only owners of properties that fall under the following property statuses are required to provide additional information when making a declaration:**

Property status in 2017	Information required at time of declaration
The property was rented for at least six months of the year, in periods of 30 or more consecutive days.	<ul style="list-style-type: none"> <li>Full name of tenant(s) listed on each of the tenancy agreements</li> </ul>
The property was used as a principal residence by one of your friends or family members, for at least six months of the year.	<ul style="list-style-type: none"> <li>Full name and phone number of the family member or friend who occupied the property</li> </ul>
The property was not your principal residence but you occupied it for at least 180 days of the year for full-time work within the city of Vancouver.	<ul style="list-style-type: none"> <li>Name and contact information of your employer</li> </ul>
The property was either: <ul style="list-style-type: none"> <li>Undergoing redevelopment or major renovations where permits had been issued, or</li> <li>The lands are vacant, are heritage property or part of a phased development with applications under review.</li> </ul>	<ul style="list-style-type: none"> <li>Permit number</li> <li>A short description of the construction project</li> </ul>
The property was unoccupied for more than 180 days because the occupier, tenant, or subtenant was undergoing medical care or was residing in a hospital, long term or supportive care facility.	<ul style="list-style-type: none"> <li>Name of person receiving care</li> <li>Name of the supervising medical professional</li> <li>Name and contact information of the medical facility</li> </ul>
The property was subject to a court order, court proceedings, or governmental order prohibiting occupancy.	<ul style="list-style-type: none"> <li>Court file/order number</li> </ul>

## Additional information may be required following your declaration submission

Property status declarations will be subject to an audit process. If your property is selected for an audit, you will be asked to provide evidence to support your declaration. Failure to provide such evidence may result in the property being deemed vacant and subject to the Vacancy Tax. The evidence required may include, but is not limited to:

- ICBC vehicle insurance and registration
- Government-issued personal identification, including, driver's licence, BCID card, British Columbia Services Card
- Medical Services Plan invoice
- Income tax returns and notices of assessment, including rental income schedules
- Employment contracts, pay statements or records of employment
- Homeowners Insurance Policy
- Tenancy agreement(s)
- Bank statements