



City Hall: 426 Brant Street, Burlington, Ontario, Canada  
 Telephone: (905) 335-7750  
 Fax No.: (905) 335-7877

Mailing Address: P.O. Box 5080, Burlington, Ontario, Canada L7R 4G4  
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 (905) 335-7877

**APPLICATION FORM FOR  
 CANCELLATION/REDUCTION/REFUND OF TAXES UNDER  
 SECTION 357 OR 358 OF MUNICIPAL ACT**

Application #:   
 (internal use only)

Tax Year(s):

**Section 357/358** Tax Applications are filed to cancel, reduce or refund all or part of taxes levied on land. **A Section 357** Tax Application is filed due to a change event that occurred during the current taxation year for reasons listed below. **The deadline for submitting an application under Section 357 is the last day of February of the year following the taxation year to which the application relates.** **A Section 358** Tax Application is used to cancel, reduce or refund taxes for one or both of the two years preceding the year in which the application is made. A Section 358 Tax Application may be filed for any overcharge caused by a gross or manifest error in the preparation of the assessment roll that is clerical or factual in nature, including transposition of figures, a typographical error or similar errors, but not an error in judgment in assessing the property (i.e. garage removed in 2006 but MPAC continues to assess value for 2007 and 2008 in current year 2009). **An application under Section 358 must be filed between March 01 and December 31 of the current tax year, and the application shall indicate to which year or preceding years it is to apply.**

*Personal information on this form is collected under the authority of Section 357/358 of the Municipal Act, 2001  
 Please complete the form and send to [propassmtmb@burlington.ca](mailto:propassmtmb@burlington.ca) or mail to address above.*

Please check appropriate box:  Section 357  
 Section 358

Effective From(YYYY/MM/DD): \_\_\_\_\_ To: \_\_\_\_\_

Property Address:		Roll No: 2402 - _ _ - _ _ - _ _ - _ _ - _ _ - _ _
Owner's Name:		Account Number:
Mailing Address:		Contact Number:
City	Prov	Postal Code

**Reason for Application**

(Please check appropriate box)

- |  |   |
|--|---|
| <input type="checkbox"/> Tax Class Conversion                            | <input type="checkbox"/> Building damaged, substantially unusable       |
| <input type="checkbox"/> Changed to Vacant Land                          | <input type="checkbox"/> Repairs or renovations prevented normal use ** |
| <input type="checkbox"/> Became Exempt                                   | <input type="checkbox"/> Gross or manifest error - clerical or factual  |
| <input type="checkbox"/> Building razed by fire, demolition or otherwise | <input type="checkbox"/> Other - indicate reasons below                 |

*\*\*The period for prevented normal use must be at least 3 months or longer in duration.*

**Comments:** (Please provide details along with copies of any pertinent documents that substantiate your application)  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

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

Name of Applicant (print) \_\_\_\_\_ Date \_\_\_\_\_

Signature of Applicant \_\_\_\_\_