

## TAX CERTIFICATE ORDER FORM

Please complete one (1) order form per roll number

APPLICANT INFORMATION - Please COMPLETE all required information				
Applicant Name:		Date:		
Company/Law Firm Name:				
Mailing Address:				
City:			Postal Code:	
Email:				
Telephone Number:			Fax Number:	
PROPERTY DETAILS				
Roll Number:				
Municipal Address:				
Legal Description:				
Closing Date:			Ref Number:	
REQUESTED INFORMATION		2026 FEES (per Certificate)		
Type of Request (choose one)		AMOUNT (\$)	HST (\$)	TOTAL (\$)
<input type="checkbox"/>	Tax Certificate (5 to 10 business days)	100.00	13.00	113.00
<input type="checkbox"/>	Expedited Tax Certificate (1 business day) **	135.00	17.55	152.55
** To meet processing times, expedited letters should be requested and paid for separately using the e-services 'Property Document Request' available on the City of Windsor website or by clicking on the following link <a href="https://www.citywindsor.ca/EServices/Pages/EServices.aspx">https://www.citywindsor.ca/EServices/Pages/EServices.aspx</a>				
PAYMENT INFORMATION				
<u>Mail Completed Tax Certificate Order Form to:</u> The Corporation of the City of Windsor Office of the City Treasurer 410-350 City Hall Square, West., Windsor, ON N9A 6S1 Attn: Tax Certificate Request		<u>Drop-Off accepted at the following location:</u> The Corporation of the City of Windsor 350 City Hall Square, West., Windsor, ON N9A 6S1 <b>1<sup>st</sup> Floor – Customer Service Counter</b> <b>(Property Tax Drop Box)</b>		
<b>PLEASE MAKE CHEQUE PAYABLE TO: The Corporation of the City of Windsor</b>				
FOR OFFICE USE ONLY				
Date & Time Received:		Reference No:	Receipt No:	
Personal information contained on this form is collected under section 17 of the Municipal Freedom of Information and Protection of Privacy Act, and will be used to respond to your request. Questions about this collection may be directed to the Freedom of Information and Privacy Coordinator for the City of Windsor, 350 City Hall Square West, Suite 530, Windsor, ON N9A 6S1				

GST/HST Registration ID: R 124135294