Checklist for Submitting a Valid Tender

***** Take Note ***** A SEPARATE $293.80 ($260 + HST) non-refundable Tender Opening and Examination fee per property is required for all tenders when submitted. **Do not include this fee with the sealed tender.** If the fee has not already been paid it will be required at the time of submission of the tender and can be paid by cheque, debit or credit. See FAQs in the Tender Package for more information. At the discretion of the Treasurer, tender packages will be rejected if the $293.80 non-refundable fee is not paid at the time of opening on Tax Sale Day.

IF YOUR TENDER DOES NOT MEET ALL OF THE CRITERIA BELOW, THE TENDER WILL BE REJECTED!

☐ **All Tenders must have all sections completed and:**

1) Be submitted on a **Form 7 Tender to Purchase Form**
2) Be typewritten or legibly handwritten in ink
3) Be addressed to the Treasurer
4) Have a short description or municipal address of the land sufficient to allow the Treasurer to identify the parcel of land which the tender relates
5) Be accompanied with your deposit of at least 20% of your tendered amount
6) Only relate to one parcel of land
7) Be submitted in a sealed envelope

☐ Tender should only include the terms and conditions as provided for in the Municipal Tax Sale Rules.

☐ Your tendered amount must be equal to or greater than the Minimum Tender Amount as advertised for the property.

☐ Deposit must be made out in the favour of the City of Windsor. Deposit of at least 20% of your tendered amount must always be rounded up to the "higher" cent

i. i.e; If your tender $10,000.01, then,
ii. 20% of $10,000.01 equals $2,000.002 therefore,
iii. Your deposit must be at least $2,000.01

☐ Deposit must be made by money order/bank draft/certified cheque by a bank or authorized foreign bank within the meaning of section 2 of the Bank Act (Canada), a trust corporation registered under the Loan and Trust Corporations Act or a credit union within the meaning of the Credit Unions and Caisses Populaires Act, 1994.

☐ **The Sealed Envelope** must include the fully completed Form 7 Tender to Purchase form, your deposit of at least 20% and must set out the following information on the front of the envelope:

1) Addressed to the "Treasurer"
2) Specifies it relates to a Tax Sale
3) Municipal address and roll number
4) Your contact information

A fillable label is available in the tender package that denotes all required information.

Your tender(s) must be received before 3:00 p.m. local time, Wednesday, December 2, 2026 in person at the Customer Service Window located on the 1st floor of City Hall, or by mail, registered mail or courier submitted to the Attention of the Treasurer, 350 City Hall Square W, 1st Floor, Windsor, Ontario N9A 6S1.

IF YOUR TENDER DOES NOT MEET ALL OF THE CRITERIA ABOVE, THE TENDER WILL BE REJECTED!

To withdraw a tender, you must:

1) Submit a written request to withdraw your tender to the Treasurer and
2) The request must be received by the Treasurer before 3:00 pm on the last day of receiving tenders for the tax sale. Your tender will still be opened at the tax sale.

Please note: Tender deposits will not be available for return for at least five business days after the tax sale.