

## PROPERTY INFORMATION ORDER FORM

Please complete one (1) order form per roll number

APPLICANT INFORMATION – Please COMPLETE all required information					
Applicant Name:		Date:			
Company Name:					
Mailing Address:					
City:		Postal Code:			
E-Mail:					
Telephone Number:		Fax Number:			
PROPERTY DETAILS					
Municipal Address:		Roll Number:			
Legal Description:					
Closing Date:		Ref Number:			
REQUIRED FOR SUBDIVISION LETTERS ONLY					
Instrument Number:		Closing Date:			
Agreement Type:					
Subdivision Name:					
REQUIRED FOR COMMITTEE OF ADJUSTMENT DECISION LETTER ONLY					
Committee of Adjustment Number:					
REQUIRED FOR PERMIT / ORDER FINALIZATION LETTER ONLY					
Permit Number:					
REQUESTED INFORMATION			2025 FEES (per letter or certificate)		
Department	Type of Letter		Amount (\$)	HST (\$)	TOTAL (\$)
Building and Planning	<input type="checkbox"/>	Property Information Letter	105.00	n/a	105.00
	<input type="checkbox"/>	Permit / Order Finalization Letter	31.00	n/a	31.00
	<input type="checkbox"/>	Committee of Adjustment Decision Letter	10.90	n/a	10.90
Public Works and Engineering	<input type="checkbox"/>	Environmental Site Audit Letter	85.00	11.05	96.05
	<input type="checkbox"/>	Sewer Permit Letter / Public Right of Way	123.50	16.06	139.56
	<input type="checkbox"/>	Lawyers' Letter- any written request to a lawyer's request such as Site Plan, Subdivision, Consent to Amend, Encroachments, Release of Rights, etc.	151.50	19.70	171.20
Fire	<input type="checkbox"/>	Fire Department Letter	120.00	15.60	135.60
	**Online	Expedited Fire Department Letter (2 business days)	175.00	22.75	197.75
Finance	<input type="checkbox"/>	Tax Certificate (5 to 10 business days)	95.00	12.35	107.35
	**Online	Expedited Tax Certificate (1 business day)	130.00	16.90	146.90
** To meet processing times, expedited letters must 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>					
<b>Mail Completed Property Information Order Form to:</b> The Corporation of the City of Windsor Office of the City Treasurer 410-350 City Hall Square, West., Windsor, ON N9A 6S1 Attn: Property Information Request			<b>Drop-Off accepted at the following location:</b> The Corporation of the City of Windsor 350 City Hall Square, West., Windsor, ON N9A 6S1 <b>1st Floor – Customer Service Counter</b> <b>(Property Tax Drop Box)</b>		
PLEASE MAKE CHEQUE PAYABLE TO: The Corporation of the City of Windsor					
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