

Schedule R
To By-law # 7220-17
Financial Services Department Fees
(In effect as of April 1, 2024)

Fee No.	Category	Fee Title	Fee (Excluding Taxes)	Fee Basis	HST Applicable
FIN- 1	Tax Service	Tax Certificates for Lawyers or Mortgage Companies - verbal confirmation provided upon request for purchase of tax certificate and mailed w/in 7 business days	\$78.75	Per Roll Number	No
FIN- 2	Tax Service	RUSH Tax Certificates for Lawyers or Mortgage Companies - verbal confirmation provided upon request for purchase of tax certificate and emailed or faxed within 2 business days	\$105.00	Per Roll Number	No
FIN- 3	Tax Service	Ownership Information Change	\$45.00	Per Roll Number (All Changes Except for Estates, Survivorship Applications, or Change in Marital Status)	No
FIN- 4	Tax Service	Income Tax/Duplicate Receipts	\$21.00	Per year/Per Roll Number	No
FIN- 5	Tax Service	Statement of Accounts - purchased in person	\$15.75	Per Roll Number	No
FIN- 6	Tax Service	Statement of Accounts - purchased electronically	\$21.00	Per Roll Number	No
FIN- 8	Tax Service	Cheque or Automatic Withdraw Returned from The Bank	\$52.50	Fee for Any Payment Returned by the Bank for Any Reason (Including Cheques and Automatic	No

Withdraws Etc)					
FIN- 9	Tax Service	Processing a Refund or Transfer Between Tax Accounts of an Overpayment on a Tax Account (By Property Owner or Their Agent).	\$52.50	Any Refund or Payment Transfer Requested to be Processed (Written Confirmation of Agreement of Fee is Required. Not Applicable to Overpayment from Tax Appeal, Low Income Rebate Programs or Other Similar Situations)	No
FIN- 10	Tax Service	Incorrect Tax Roll Number for Electronic or Bank Payments	\$52.50	Per Payment that has to be Manually Corrected (No Fee if it is the Property Owner's First Time Making an Electronic Payment, Letter Sent to Inform Them. No Fee Waive for First Time Error on Part of Financial Institution or Lawyer)	No
FIN- 11	Tax Service	Copies of Adjustment Letters (Write Offs, Apportionment, Vacancy, Heritage etc.)	\$15.75	Per Item (Includes Time to Research and Retrieve Item from Archives)	No
FIN- 12	Tax Service	Postdated Cheque removal from system or moving to a different date in the system	\$28.00	Maximum of \$120.00 per request, fee will be waived if owner is deceased.	No

FIN- 13	Tax Service	Additions to the Tax Roll Charge	\$52.50	Per Roll Number (Each Item Added to the Tax Roll for Non-Tax Items such as outstanding By-Law Charges, Other Municipal Liens, Region of Durham Water/Sewer Charges Etc)	No
FIN- 14	Tax Service	Farm Debt Fee	\$63.00	Each Tax Roll Number That Is Issued This Document As Part Of the Collection Process)	Yes
FIN- 15	Tax Service	Tax Billing for Mortgage Companies	\$10.50	Fee Per Roll Number for all accounts billed at Interim and Final billings.	No
FIN- 16	Tax Service	Set up Fee for New Tax Accounts	\$52.50	Fee Per Roll Number	No
FIN- 17	Treasury Services	Accounts Receivable Administration Fee on Invoices	Min. 10% unless specified higher	Added to All Invoices Prepared By Accounts Receivable Where The Fee is Applicable	Yes
FIN- 18	Application Fee	Application to Purchase or Lease Town-owned Land - Stage 1	\$273.00	Processing fee for circulating request to purchase Town land. Additional fees may apply if the request is approved as per the fees by-law	Yes
FIN- 19	Application Fee	Application to Purchase or Lease Town-owned Land (resident, not-for-profit, registered charity) - Stage 1	\$52.50	Processing fee for circulating request to purchase Town land. Additional fees may apply if the request is approved as per the fees by-law	Yes

FIN- 20	Application Fee	Development Charge Refund Request as per Section 25 and 19(2) of the Town's Development Charge By-law #7748-21	\$162.75	Per DC Refund/ Partial DC Refund Request	Yes
FIN- 21	Application Fee	New - Application to Purchase Town-owned Land - Stage 2 - Appraisal	\$8,000.00	Recovery of costs to obtain external appraisal and processing. Fee is non-refundable if applicant does not wish to proceed after Fair Market Value has been established via the appraisal	Yes
FIN- 22	Application Fee	New - Application to Lease Town-owned Land - Stage 2 - Appraisal	\$4,000.00	Recovery of costs to obtain external appraisal and processing. Fee is non-refundable if applicant does not wish to proceed after Fair Market Value has been established via the appraisal	Yes
FIN - 23	Tax Service	Tax roll sub-search of title	150.00	Per Roll Number	No