

**for office use only  
Application #**

**The Corporation of the Town of Ingersoll  
130 Oxford Street, 2nd Floor, Ingersoll, Ontario, N5C 2V5**

**Ingersoll**

**Ontario**

**N5C**

**\*\*\* Information on the back of this application MUST be completed\*\*\***

VACANCY INFORMATION

The administration of the Vacant Units Program requires information sufficient to support valid applications, while discouraging excessive or frivolous applications.

Please provide answers to ALL the following questions as well as any additional information that may assist municipal staff and prevent delays in processing your rebate.

1. Please provide name of tenant (business) who occupied the premise prior to the vacancy.

2. Please provide reason for the vacancy (eg. Cessation of operations, termination of lease ,etc...)

3. Is the vacant portion capable of being leased immediately?  yes  no

4. Is the vacancy due to the seasonal nature of the occupying business?  yes  no

5. If this application is for part of a property, how is the vacant area separated from the area still in use?

6. Is the vacant area normally leased to tenants?  yes  no

7. Is the vacant area used by the owner for storage or any other purpose?  yes  no

8. Has the area been leased again after the period of vacancy applied for?  yes  no

If yes, name of new tenant(business)\_\_\_\_\_

9. Is the space currently available for lease?  yes  no

If no, why not? \_\_\_\_\_

If yes, how is the availability being advertised? \_\_\_\_\_

10. Additional Information:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**IMPORTANT NOTE:**

Pursuant to Town of Ingersoll By-Law 02-4021, section 9 and 10, "The application for a taxation year shall be made **after December 31** of the taxation year and no application shall be accepted later than the 28th day of February of the year following the taxation year and no application will be accepted until after the vacancy period has lapsed".

"An interim application for a taxation year may be made after June 30 of the taxation year for the first six months of the taxation year and no interim application will be accepted later than the **last day of July** of the taxation year and no application will be accepted until after the vacancy period has lapsed".