2022 Underused Housing Tax (UHT) Checklist

Part 1: Ownership

Personal Information		
Full Name		
Mailing Address		
Property Address		
Social Insurance Number (SIN)		**Telephone Number**
Citizenship/ Permanent Residency		**Year became owner**
Does your spouse own any residential properties in Canada, including joint ownership of the property mentioned in Part 2 below? If yes, please provide your spouse's name and SIN. **Spouse's name: _____** **Spouse's SIN: _____**		

Corporation Information (if property is owned by a corporation)		
Business Name		
Address		
Business Number		**Telephone Number**
Name of Main Contact		
Address of Main Contact		

Trust Information (if property is owned by a trust)		
Trust Name		
Address		
Name of Trustee		
Address of Trustee		
Trustee's Business Number or SIN		**Telephone Number**	

Partnership Information (if property is owned by a partnership)		
Partnership Name		
Address		**Telephone Number**	
Name of Partners		
Address of Partners		
Business Number or SIN of Partners		

Part 2: Property and Occupancy

Property Information		
Type of Property	☐ Detached house ☐ Duplex ☐ Triplex ☐ Semi-detached house ☐ Townhouse ☐ Condominium unit	
Your % of Ownership		**Names of other owners and their % of ownership**	————————— ——% ————————— ——% ————————— ——%

Condition of Property	☐ Good ☐ Construction not completed before April ☐ Construction completed after March, put for sale to public, and was never occupied during the year ☐ Inhabitable (renovation, inaccessible, etc.) during the period _____ ☐ Other: _____

Was the property rented for the entirety of 2022? ☐ Yes ☐ No

If not, for how many days in the year?
Number of days rented: _____ days

Was the property occupied by your spouse, common law partner, parent, or child during the year?
☐ Yes ☐ No

If yes, what is their residency? _____
What is the purpose of their stay in Canada? _____
Number of days they occupied the property: _____ days

Part 3: Document required

☐ Please provide a copy of the 2022 Final Property Tax Statement for the property