



# PROPERTY TAX NOTICE HOME OWNER GRANT APPLICATION

Feb 1, 2017

# Background

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- A new Application for Home Owner Grant form has been approved for 2017.
- The home owner grant application included with the 2017 property tax notice, as well as the eHOG application, will need updating to:
  - Reflect the simplified language used on the new form, and
  - Include space for an agent to provide their name and phone number.
- Municipalities have flexibility as to how they implement those changes (*under the legislation, deviations from the approved form that do not affect the substance of the form and are not intended to mislead, do not invalidate the form*).
- This presentation provides suggestions to help tax collectors with the task of modifying their version of the application.



# Instructions and Information

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## Suggestions:

- Print the Instructions and Information (including the FOIPPA statement) on the back of the tax notice
- If you have an eHOG, modify the second bullet of the instructions to promote use of that application (e.g., “Claim your 2017 grant online. Otherwise complete the application below.”)
- Modify the third bullet of the instructions so that it is specific to your municipality (e.g., reword “address on your property tax notice” to “address on this property tax notice”).

 <b>BRITISH COLUMBIA</b>	Ministry of Finance	Home Owner Grant Administration <a href="http://gov.bc.ca/homeownergrant">gov.bc.ca/homeownergrant</a>	<b>APPLICATION FOR HOME OWNER GRANT</b> under the <i>Home Owner Grant Act</i>
<b>INSTRUCTIONS</b>			<b>INFORMATION</b>
<ul style="list-style-type: none"><li>• Find out if you qualify for the home owner grant at <a href="http://gov.bc.ca/homeownergrant">gov.bc.ca/homeownergrant</a></li><li>• Complete this form to apply for the home owner grant for the current tax year.</li><li>• Send your completed application and supporting document(s) to the address on your property tax notice. To avoid penalties, your application must be received by the due date stated on your property tax notice.</li><li>• If you miss the due date, you may apply for the home owner grant until December 31; however, penalties may apply.</li><li>• If you did not claim the home owner grant for the previous year, you may apply using the <i>Application for Retroactive Home Owner Grant (FIN 92)</i>.</li></ul>			<ul style="list-style-type: none"><li>• Only one home owner grant can be claimed by you or your spouse each year.</li><li>• You may be required to submit additional documentation to establish your eligibility and home owner grants are audited for up to seven years to ensure applicants are eligible for the grants they receive.</li><li>• The information provided on this form may be shared for the purposes of administering the <i>Land Tax Deferment Act</i>, <i>Property Transfer Tax Act</i> and <i>Taxation (Rural Area) Act</i>.</li></ul>
<small><b>Freedom of Information and Protection of Privacy Act (FOIPPA)</b> The personal information on this form is collected for the purpose of administering the <i>Home Owner Grant Act</i> (HOGA) under the authority of sections 8(1), (3) and 10(4) of the HOGA and under sections 26(a) and (c) of the FOIPPA. Questions about the collection, use or disclosure of this information can be directed to the Manager, Home Owner Grant Administration, PO Box 9991 Stn Prov Govt, Victoria BC V8W 9R7 (telephone: Victoria at 250 356-8904 or toll-free at 1 888 355-2700). Email: <a href="mailto:HOGADMIN@gov.bc.ca">HOGADMIN@gov.bc.ca</a></small>			

Some municipalities continue to print the traditional Explanatory Notes on the back of the tax notice, which is no longer a requirement. Replacing those notes with these Instructions and Information could provide sufficient room for you to include other useful information to help your taxpayers.

# Part A – Applicant Information

### Suggestions:

- Move the FOIPPA statement to the back of the tax notice, which will free up a significant amount of space on the form.
- If the property (civic) address is preprinted, as in this sample, there is no need to include space for that information to be re-entered (which would free up additional space on the form).

**2016 APPLICATION FOR PROVINCIAL HOME OWNER GRANT**

Freedom of Information and Protection of Privacy Act (FOIPPA): Any personal information on this form is collected for the purpose of administering the Home Owner Grant Act under the authority of both this Act and section 26 of the FOIPPA. Questions about the collection or use of this information can be directed to the Information and Privacy Analyst, FOI Section, PO Box 9432 Stn Prov Govt, Victoria, BC V8W 9N6. (Telephone: Victoria at 250-953-3671, Vancouver at 604-660-2421 or toll-free at 1-800-663-7867 and ask to be re-directed.) Email: FOI.ORYS@gov.bc.ca

I CLAIMED MY 2016 GRANT ONLINE. OTHERWISE, COMPLETE THIS APPLICATION.

I, \_\_\_\_\_

**PRINT NAME IN FULL** \_\_\_\_\_

**ADDRESS OF RESIDENCE** \_\_\_\_\_

have read and understood the Home Owner Grant eligibility requirements on the reverse and certify that I qualify for (please check only one):

**BASIC** (column B amount); or

**SENIOR** (column C amount)  
age 65 or over during this calendar year

My birthdate is \_\_\_\_\_ or \_\_\_\_\_

**YEAR MONTH DAY** \_\_\_\_\_

**OTHER** (column C amount)  
must complete reverse

**TELEPHONE** \_\_\_\_\_

**DATE** \_\_\_\_\_ 20 \_\_\_\_\_

I understand that the collector, and/or the Branch may require any documentation necessary to establish my eligibility for the grant. I also understand that the Branch may confirm my age and address with the Insurance Corporation of British Columbia.

**SIGN HERE** \_\_\_\_\_

**SIGNATURE** \_\_\_\_\_

Owner (or Spouse or Relative of Deceased Owner)

*IT IS AN OFFENCE (SUBJECT TO A PENALTY OF UP TO \$10,000) TO MAKE A FALSE APPLICATION FOR A HOME OWNER GRANT.*

**2016 PROPERTY TAX NOTICE**  
Payable to most financial institutions  
See reverse for additional payment instructions

A	B	C
No Grant	Grant: 570.00	Grant: 845.00
\$2,974.55	\$2,404.55	\$2,129.55

Amount Paid

**FOLIO** \_\_\_\_\_

**CIVIC OWNERS** \_\_\_\_\_



# Part A – Applicant Information

Suggestions continued:

- Rework the available space to include space for email address and for a person applying on behalf of the applicant to enter their name and phone number. For example, replace:

**2016 APPLICATION FOR PROVINCIAL HOME OWNER GRANT**  
Freedom of Information and Protection of Privacy Act (FOI/PPA): The personal information on this form is collected for the purpose of administering the Home Owner Grant Act under the authority of both this Act and section 26 of the FOP/PA. Questions about the collection or use of this information can be directed to the Information and Privacy Analyst, FOI Section, PO Box 9432 Stn Prov Govt, Victoria, BC V8W 9N6. (Telephone: Victoria at 250-953-3671, Vancouver at 604-660-2421 or toll-free at 1-800-663-7867 and ask to be re-directed.) Email: FOI.ORYS@gov.bc.ca

I CLAIMED MY 2016 GRANT ONLINE. OTHERWISE, COMPLETE THIS APPLICATION.

I,  **PRINT NAME IN FULL**  **ADDRESS OF RESIDENCE**

have read and understood the Home Owner Grant eligibility requirements on the reverse and certify that I qualify for (please check only one):

**BASIC** (column B amount); or  
 **SENIOR** (column C amount) age 65 or over during this calendar year

My birthdate is  **YEAR**  **MONTH**  **DAY** or  **SIGN HERE**

**OTHER** (column C amount) must complete reverse  **SIGNATURE**  
 Owner (or Spouse or Relative of Deceased Owner)

IT IS AN OFFENCE (SUBJECT TO A PENALTY OF UP TO \$10,000) TO MAKE A FALSE APPLICATION FOR A HOME OWNER GRANT.

**2016 PROPERTY TAX NOTICE**  
 Payable a most financial institutions  
 See reverse for additional payment instructions

A	B	C
No Grant	Grant: 570.00	Grant: 845.00
\$2,974.55	\$2,404.55	\$2,129.55

Amount Paid

**FOLIO CIVIC OWNERS**



With

**2017 APPLICATION FOR PROVINCIAL HOME OWNER GRANT**  
 I CLAIMED MY 2017 GRANT ONLINE. OTHERWISE, COMPLETE THIS APPLICATION

NAME	TELEPHONE NUMBER	EMAIL ADDRESS (OPTIONAL)
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>

BIRTHDATE (complete only if 65 years or older this calendar year)  If you are applying on behalf of the applicant with their permission, enter your name and telephone number here:

I am the registered owner of the residence, or the spouse or relative of the deceased owner and at the date the owner passed away we both occupied this residence as our principal residence. I qualify for the following grant:

**BASIC** (column B amount) or  
 **SENIOR** aged 65 or older this year (column C amount) or  
 **OTHER** (column C amount) Must complete reverse

I have read and understood the Home Owner Grant eligibility requirements on the reverse and I certify that the information on this form is correct and complete to the best of my knowledge.

SIGNATURE  DATE SIGNED

X

It is an offence (subject to a penalty of up to \$10,000) to make a false application for a home owner grant.

# Part B – Home Owner Grant Claim

## Suggestion:

- Update the back of the application on the tax notice to include the new wording from Part B. For example, replace:

**HOME OWNER GRANT APPLICATION**

**1. BASIC GRANT (column B amount)**

(a)  I am an owner (or I am a spouse) relative of the deceased owner) of the property identified on this application form ("this Property") that is assessed and taxed for the current year;

(b) I am a Canadian Citizen or permanent resident, I ordinarily reside in British Columbia and I occupy as my principal residence the whole or part of the building(s) located on this Property;

(c) Neither I nor my spouse nor the deceased owner have applied for or received a home owner grant on this property or any other property in the Province during this calendar year and, to the best of my knowledge, no other person has received a home owner grant on this property during this calendar year.

**2. ADDITIONAL GRANT (column C amount)**  
I am eligible for the additional grant for a reason which follows:

(a)  I am or will be 65 or over during this calendar year, or

(b)  I am in receipt of, am the spouse of a person who is in receipt of, or am the spouse of a deceased person who was, on the date of death, in receipt of an allowance under the *War Veteran Allowance Act* (Canada) or the *Civilian War-related Benefits Act* (Canada); or

(c)  I am designated as a person with disabilities, and receiving disability assistance, hardship assistance or a supplement, under the *BC Employment and Assistance for Persons with Disabilities Act*; or

(d)  I am a person with disabilities, or am the spouse or relative of a person with disabilities, and the person with disabilities resides with me, and I have provided the collector with the required Form B certificate; or

(e)  I am the spouse or relative of an owner who passed away in the current year who would have been eligible under paragraph (a), (b), (c), or (d) and I occupied the eligible residence as my principal residence on the date of that owner's death.

If there is insufficient room to include the instructional information in brackets [ ], that information could be printed on the back of the tax notice.

With

In the sample used in this presentation, the information about the basic grant and seniors grant is printed on the front of the form, so it doesn't need to be referenced on the back.

**To qualify for the Home Owner Grant, you must be a Canadian citizen or permanent resident of Canada, live in BC, and occupy this residence as your principal residence.**

**If you checked the OTHER box on the front of this form, check which box (below) applies:**

I receive provincial disability assistance, hardship assistance or a supplement under the *Employment and Assistance for Persons with Disabilities Act*.

[If this is your first year applying for the home owner grant for this residence, provide supporting documentation such as a copy of your *Confirmation of Assistance* from the Ministry of Social Development and Social Innovation or the *Home Owner Grant Consent for Release of Information (FIN 81)*]

I do not receive assistance as above, but I am a person with disabilities or I am living with a spouse or relative with disabilities.

[If this is your first year applying for the home owner grant for this residence, attach a completed *Form B – Certificate of Physician and Property Owner (FIN 74)*]

I am a surviving spouse of a veteran who received a War Veterans Allowance.

I am a spouse or relative of a deceased owner who passed away this year and the owner would have been eligible as a senior or a person with disabilities.

