



# TO APPLY

---

## Property Tax Program

It's so EASY to join & convenient!

### **WHY JOIN?**

Our property tax program allows property owners to pay their property tax bill in installments along with their regular mortgage payments, making budgeting easier.

### **YOU CAN APPLY:**

- ✓ If your tax account is paid to the date of your tax application.
- ✓ If you are not paying property taxes through your municipality.

### **HOW DO I APPLY?**

- ✓ Complete the application form and submit by fax or email.
- ✓ Attach a copy of your most recent tax bill.
- ✓ Applications for the current tax year must be accompanied by proof of payment of the last tax bill due.
- ✓ The current year's taxes must be paid in full if your application is for the next calendar year.

### **ARE THERE FEES TO JOIN?**

A monthly service fee of \$2.00 will be applied to your tax account. NSF fees will be charged on returned payments.

### **HOW ARE TAX PAYMENTS CALCULATED?**

Tax payments are calculated by estimating next year's property taxes. Tax payments are included along with your regularly scheduled mortgage payment for a combined PIT payment.

Our tax year runs from November 1 to October 31 of each year. Tax payments are recalculated each year based on the tax account balance and the next year's estimated property taxes.

### **WHEN DOES ENROLLMENT START?**

A letter with program guidelines and payment details will be emailed 7 business days after your application is submitted. **You must promptly respond to this email.** If you have not received an email, please contact us. **Taxes will not commence until you have received our email confirmation. IMPORTANT: Clients may be responsible for tax bills due within the first 3 months of enrollment.**

### **Property Tax Department Contact Information**

1800-390 Bay St  
Toronto, ON M5H 2Y2

**PHONE:** 1.866.716.9206

**EMAIL:** [propertytaxes@paradigmquest.com](mailto:propertytaxes@paradigmquest.com)

**FAX:** 1.871.866.227.3402 (ATTN TAX DEPT)



**Educators Financial Group  
Property Tax Request Form**

**TO PREVENT PROCESSING DELAYS, THIS FORM *MUST BE* SENT TO THE ATTENTION OF THE TAX DEPARTMENT**

**IMPORTANT: Do not include this form as part of any other mortgage document**

**PERSONAL CONTACT INFORMATION**

Mortgage Number:

Name:

Legal Street Address:

City:

Province:

Postal Code:

Phone:

Mobile:

Email:

Contact My Broker For Tax Setup (circle):    **Y**    **N**

**TAX BILL INFORMATION**

***\*Please attach most recent tax bill\****

Municipality:

Tax Roll Number:

Annual Tax Amount Previous Year:

Annual Tax Amount Current Year:

Last Tax Bill Paid Amount:

Last Tax Bill Paid (MM/DD/YY):

Tax Bill Attached (circle):    **Y**    **N**

**NOTE: Your application cannot be processed without tax information. New Constructions that have not been assessed must be resubmitted at the time of assessment.**

**SIGNATURE**

Name:

Signature:

Date

I hereby authorize and direct Educators Financial Group. to receive all Interim and Final tax bills and make property tax payments on my behalf.

**NOTE: A letter with program guidelines and payment details is emailed 7 business days after your application is submitted. You must promptly respond to this email. If you have not received an email, please contact us. Taxes will not commence until you have received our email confirmation. **IMPORTANT: Clients may be responsible for tax bills due within the first 3 months of enrollment.****

**TO PREVENT PROCESSING DELAYS, THIS FORM *MUST BE* SENT TO THE ATTENTION OF THE TAX DEPARTMENT**

**IMPORTANT: This document should be submitted separately from all other mortgage documents**

**Your most recent tax bill must be attached to this application form**