



# TO APPLY

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## 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:** 1.855.892.5401

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

**FAX:** 1.855.892.5406 (ATTN TAX DEPT)



Right Mortgage Property Tax Request Form		
<b>TO PREVENT PROCESSING DELAYS, THIS FORM <i>MUST BE</i> SENT TO THE ATTENTION OF THE <u>TAX DEPARTMENT</u></b> 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): <b>Y</b> <b>N</b>		
TAX BILL INFORMATION <i>*Please attach most recent tax bill*</i>		
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): <b>Y</b> <b>N</b>		
<b>NOTE: Your application cannot be processed without tax information. <u>New Constructions</u> that have not been assessed must be resubmitted at the time of assessment.</b>		
SIGNATURE		
Name:		
Signature:		
Date		
I hereby authorize and direct Right Mortgage to receive all Interim and Final tax bills and make property tax payments on my behalf.		
<b>NOTE: A letter with program guidelines and payment details is emailed <u>7 business days after</u> your application is submitted. <u>You must promptly respond to this email.</u> If you have not received an email, please contact us. Taxes will not commence until you have received our email confirmation. <u>IMPORTANT: Clients may be responsible for tax bills due within the first 3 months of enrollment.</u></b>		
<b>TO PREVENT PROCESSING DELAYS, THIS FORM <i>MUST BE</i> SENT TO THE ATTENTION OF THE <u>TAX DEPARTMENT</u></b> IMPORTANT: This document should be submitted separately from all other mortgage documents		
<b>Your most recent tax bill must be attached to this application form</b>		