

## 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:** 1.855.805.7107

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

**FAX:** 1.844.280.7066 (ATTN TAX DEPT)

