These are some of the rules which govern the Tax Sales Process. Some of the rules may appear as unimportant but tenders will be rejected for non-compliance of the rules. If a tender is rejected, the deposit will be returned along with a letter of explanation.

1. Attached is an example of a completed Form 7 Tender to Purchase. It must be type-written or legibly handwritten in ink. If it is completed in pencil, the tender will be rejected.

2. The completed Form 7 and deposit must be submitted in a sealed envelope and clearly noted that it is for the tax sale and identifies the property. Use the TR number found in the advertisement as this is unique to each property. The envelope must be addressed to " Natalie Moore, Director of Finance & Treasurer".

3. If you choose to bid on more than one property then you must complete a Form 7 for each property, along with separate deposits and envelopes.

4. If you are the successful bidder, you will have 14 calendar days from notification to submit the balance of the monies owed to the Municipality.

5. If you are the successful bidder and fail to pay the remainder of the monies, then you forfeit the deposit to the City.

6. If you are the successful bidder and decide that you do not want the property, you forfeit the deposit to the City unless you have submitted a written request as indicated in # 8 below.

7. If you are the second highest bidder, the Municipality will hold your deposit until the highest bidder completes the process. If the highest bidder fails to fulfill his/ her obligation, then the second highest bidder becomes the highest bidder. This individual will have 14 calendar days from notification to submit the balance of the monies owed to the Municipality. Failure to do this will result in the forfeiture of the deposit to the Municipality.

8. If you submit a tender, you can decide to withdraw the tender. You must submit a written request to the treasurer for the withdrawal. The treasurer must receive the request to withdraw before 3: 00 PM on the last date of receiving tenders.

9. If you submit a tender and attach conditions to the bid, it will be rejected and the deposit will be returned with a letter of explanation.

These procedures are governed by the Municipal Act, 2001 and the Municipal Tax Sale Rules made under the Act. For a complete copy of the rules, visit www.e-laws.gov.on.ca and enter 181/03 under the search option for consolidated statutes and regulations.