

**PROPERTY TAX DEFERMENT PROGRAM  
APPLICATION AND AGREEMENT GUIDE**under the *Land Tax Deferment Act***CONTACT INFORMATION**

For general information, contact your municipal office or a Service BC Centre (for rural properties).

For information about the tax deferment program, contact us at the Tax Deferment Office:

In Victoria: 250 356-8121

Service BC (request a transfer to 250 356-8121)

In Vancouver: 604 660-2421

Toll-free elsewhere in BC: 1 800 663-7867

Email: [taxdeferment@gov.bc.ca](mailto:taxdeferment@gov.bc.ca)

Website: [gov.bc.ca/propertytaxdeferment](http://gov.bc.ca/propertytaxdeferment)

Tax deferment is a low interest loan program that assists qualified BC homeowners to pay their annual property taxes.

**WHO QUALIFIES**

You may be eligible to defer payment of the current year property taxes if you are a Canadian citizen or permanent resident, you have lived in BC for at least one year immediately before applying for tax deferment, and you are:

- age 55 or over (only one spouse must be 55 or older any time during the current calendar year), or
- a surviving spouse of any age (if you are a registered owner), or
- a person with disabilities as defined by regulation.

**Surviving spouse** is a person who lost their spouse by death and who is not currently the spouse of another person.

**PERSONS WITH DISABILITIES**

To be considered for eligibility as a person with disabilities under the Tax Deferment Program, you are required to provide one of the following:

- a copy of a recent letter confirming your Persons with Disabilities designation,
- your *Consent for Release of Information* form from the Ministry of Social Development and Social Innovation confirming your Persons with Disabilities designation, or
- a *Physician Certification* form (**FIN 58**), completed and signed by your physician.

**PROPERTY QUALIFICATIONS**

The property must:

- have sufficient equity (see Equity section), and
- be the principal residence of the owner (i.e. where you live and conduct your daily activities). Second homes, such as summer homes and rental properties, do not qualify.

You can only defer property taxes paid to a municipality or to the province. Taxes paid to a First Nation are **not** eligible for the Property Tax Deferment Program. Also, leased properties do **not** qualify for tax deferment if you are leasing the property from the fee simple owner.

**REGISTERED OWNERS**

You can apply to defer the property taxes on your principal residence if:

- you are a registered owner in fee simple, or
- you hold a life estate or right to purchase interest that is registered in the Land Title Office or the Personal Property Registry.

Properties registered in the name of an executor/executrix, the estate, or in trust do **not** qualify for tax deferment.

**Note:** All registered owners **must** sign the agreement (**Form 2**).

**EQUITY**

You must have and maintain a minimum of **25% equity** in your home to qualify for tax deferment. This means that **all** charges registered against the property in the Land Title Office or the Personal Property Registry plus the amount of taxes you want to defer cannot exceed **75%** of the assessed value of your home as determined by BC Assessment. Other appraised values are **not** accepted. Your current year taxes and the **registered value** of your mortgage(s), line(s) of credit, running account mortgage(s) and any other registered charge(s) that have a monetary value will be used in the initial calculation to determine your equity (Box B below). If this calculation indicates there is insufficient or undetermined equity, you will receive a letter from our office requesting information from your financial institution.

Not all financial institutions allow our office to register a lien after their charge. Please contact your financial institution for clarification **before** you apply for tax deferment.

**EQUITY CALCULATOR**

BC Assessment value of your home	\$	
BC Assessment value X 75% =	\$	<b>A</b>
Current year taxes and total registered charges as noted above	\$	<b>B</b>
To apply for property tax deferment	<b>B MUST BE LESS THAN A</b>	

This equity calculator only applies when you have current fire insurance for your home and all other improvements, otherwise you may be eligible based only on your land value.

See our website for our online equity calculator.

**WHAT CAN BE DEFERRED**

You may defer all or a portion of the unpaid current year residential (class 01), or residential and farm (class 01 and class 09), taxes on your principal residence after deduction of the home owner grant.

Other property classes **cannot** be deferred and **must** be paid in full to your Property Tax Office.

Previous year(s) taxes, utility user fees, penalties and interest **cannot** be deferred. They **must** be fully paid before you apply for tax deferment.

Tax deferment is not a refund program. You do not qualify if you have already paid your property taxes for the current year.

**RESTRICTIONS**

Any charges registered against the property, such as Certificates of Pending Litigation or Caveats, **must** be removed before you can qualify for tax deferment.

Charges registered under the *Family Relations Act* or *Family Maintenance Enforcement Act* will be reviewed on an individual basis.

Ensure that all property changes, such as refinancing, subdividing, and adding or removing registered owners, are completed before you apply for tax deferment.

## PENALTIES

You will **not** be required to pay late penalty charges if you submit the tax deferment application to your Property Tax Office before the property tax due date **and** your application is approved by our office.

You **will** be required to pay late penalty charges if:

- you apply for tax deferment after the property tax due date,
- you are found ineligible for tax deferment after the property tax due date,
- you do not provide our office with requested information, or
- you cancel or withdraw your application for **any** reason at any time before this office pays the taxes on your behalf.

## FEES AND INTEREST

An administration fee of \$60 is added to new approved tax deferment agreements. A \$10 annual renewal fee is added to accounts with approved renewal applications. Interest is not charged on fees. You are **not** required to pay these fees at the time of application.

Simple interest is charged on your tax deferment account at a rate not greater than 2% below the bank prime rate and is set every six months in April and October. Interest begins from the date your property tax is due or the date you apply to defer your taxes, whichever is later.

See our website for the current interest rate.

## MAKING PAYMENTS

You may repay all or part of your tax deferment balance at any time without penalty. If you wish to pay down your balance and keep your agreement open, we require a minimum balance of **\$25** left owing on your tax deferment account.

See our website to learn more about making payments.

## TO CANCEL YOUR APPLICATION

Contact our office if you want to cancel your application.

Penalties will apply if you cancel your application after the property tax due date (see Penalties section).

Please see our website for more information on the Tax Deferment Program. The information in this guide is for your convenience and is not a replacement for the legislation. The *Land Tax Deferment Act* and Regulations are on our website.

## PLEASE READ THE INFORMATION BELOW BEFORE COMPLETING THE APPLICATION

### How to Apply

**Step 1** **Wait** until you receive your annual property tax notice from your Property Tax Office.

**Step 2** Complete the *Property Tax Deferment Program Application and Agreement (FIN 51)*. Only one owner who meets the qualifications is required to complete the application (**Form 1**). **All** registered owners of the property are required to sign the agreement (**Form 2**).

**Step 3** **Before** your tax due date, deliver your application, property tax notice and home owner grant application to the address on your property tax notice (**not** to the Tax Deferment Office).

The last date you may submit your tax deferment application to your Property Tax Office is December 31<sup>st</sup> of the current year. However, if you apply after the property tax due date, a late penalty charge **will** be added to your property tax account. Penalties are not deferable and must be paid before your Property Tax Office submits your application to our office for processing.

### After You Apply

- Your Property Tax Office will complete the collector portion of your application/agreement and forward it to the Tax Deferment Office for processing.
- The Tax Deferment Office will receive your application and determine your eligibility. If your application is approved, it becomes a signed agreement and is registered as a restrictive lien in the Land Title Office or, if your home is a manufactured home, in the Personal Property Registry. The lien remains in effect until the account is paid in full. Once the lien is registered, the Tax Deferment Office will pay your current property taxes directly to the Property Tax Office on your behalf.
- In future years, you will receive a *Statement of Account* and renewal application each spring. **You must submit the renewal application to your Property Tax Office before your tax due date if you wish to defer that year's taxes and avoid penalties.**
- Renewal of your tax deferment agreement is **not** automatic.
- Some applications can take several months to process because of the need to gather all necessary information.
- See our website for more information  
**[gov.bc.ca/propertytaxdeferment](http://gov.bc.ca/propertytaxdeferment)**

PROPERTY TAX DEFERMENT  
PROGRAM APPLICATIONunder the *Land Tax Deferment Act*

## FORM 1

**Freedom of Information and Protection of Privacy Act (FOIPPA)**  
The personal information on this form is collected for the purpose of administering the *Land Tax Deferment Act* under the authority of section 26(a) of the FOIPPA. Questions about the collection or use of this information can be directed to the Director, Property Tax Deferment, PO Box 9475 Stn Prov Govt, Victoria BC V8W 9W6 (telephone: Victoria at 250 356-8121 or toll-free at 1 800 663-7867 and ask to be re-directed).

The information provided on this form may be shared for the purposes of administering the *Home Owner Grant Act*, the *Property Transfer Tax Act* and the *Taxation (Rural Area) Act*.

**Please type or print clearly****ELIGIBLE OWNER INFORMATION**

LAST NAME FIRST NAME MIDDLE NAME

MAILING ADDRESS  
UNIT NUMBER HOUSE NUMBER STREET NAME/PO BOX NUMBER

CITY PROV POSTAL CODE TELEPHONE NUMBER

PROPERTY ADDRESS (enter if different than mailing address)  
UNIT NUMBER HOUSE NUMBER STREET NAME CITY**ELIGIBILITY** (please check (✓) the following to certify that you are eligible for tax deferment)
☐ CANADIAN CITIZEN
 ☐ PERMANENT RESIDENT UNDER THE IMMIGRATION AND REFUGEE PROTECTION ACT (CANADA)

I have lived in BC for the past year  
☐ YES ☐ NO

This home is my principal residence  
☐ YES ☐ NO

I have current fire insurance for an amount not less than the BC Assessment value of my home  
☐ YES ☐ NO

**CATEGORY YOU ARE APPLYING UNDER** (please check (✓) only ONE box)

- ☐ AGE 55 OR OVER THIS YEAR – **Must** provide birth date
- ☐ SURVIVING SPOUSE – **Must** enclose a copy of death certificate of spouse
- ☐ PERSON WITH A DISABILITY AS DEFINED BY REGULATION – **Must** enclose *Physician Certification* form for Property Tax Deferment Program (available on our website at, [gov.bc.ca/propertytaxdeferment](http://gov.bc.ca/propertytaxdeferment) or at your municipal or Service BC Centre)

Name of Person with Disability

**ALL REGISTERED OWNERS MUST COMPLETE AND SIGN THE FORM 2 ON THE REVERSE****OFFICE USE ONLY – TO BE COMPLETED BY THE COLLECTOR. Please print clearly.**All areas must be completed fully. **Incomplete documents will be returned.** Forward to the Tax Deferment Office.

- ☐ All prior year(s) taxes, utility user fees and penalties have been paid in full;
- ☐ Deferment amount only includes class 01 or class 01/09 taxes;
- ☐ Deferment amount does not include the home owner grant, penalties and interest, utility user fees or payments on account;
- ☐ The area of land identified in this application includes a building or a manufactured home used for residential purposes as a principal place of residence of the eligible owner;
- ☐ The manufactured home is not in the process of being relocated;
- ☐ The home owner grant was claimed and approved.

CURRENT YEAR JURISDICTION AND TAX ROLL NUMBER (no spaces, periods or dashes) MANUFACTURED HOME REGISTRATION NUMBER PARCEL IDENTIFIER

CURRENT YEAR ASSESSED VALUES LAND IMPROVEMENTS

If applicable, I have enclosed a copy of the following:

- ☐ POWER OF ATTORNEY/REPRESENTATION AGREEMENT
- ☐ DEATH CERTIFICATE ☐ PHYSICIAN CERTIFICATE

DATE APPLICATION RECEIVED BY COLLECTOR  
YYYY MM DD

SIGNATURE OF COLLECTOR

I certify, to the best of my knowledge and belief, the above details are correct and are in accordance with the requirements set out in the *Land Tax Deferment Act* and Regulations.

TAX AUTHORITY NAME

DEFERRED AMOUNT

X



PROPERTY TAX DEFERMENT  
PROGRAM AGREEMENT

under the *Land Tax Deferment Act*

FORM 2

FOR OFFICE USE ONLY

DESCRIPTION OF PROPERTY

**ALL registered owners must complete this agreement to allow the deferral of property taxes on the above property. Please ensure you read all the terms and conditions of this agreement before signing.**

I/We, as the owner/owners of the property identified in the application (the Property), agree with Her Majesty the Queen in right of British Columbia (the Province) as represented by the minister responsible for the administration of the *Land Tax Deferment Act*, to defer property taxes on the Property as follows:

- I/We authorize the Province:
  - to obtain the Parcel Identifier (P.I.D.) Number(s), registered owner information and legal description of the Property, or the details of the manufactured home that correspond with the Property, and to endorse that information on this agreement with the intent that the endorsement will form part of this agreement, and in the case of the manufactured home, endorse the information on the financing statement;
  - to obtain the value of any charges registered against the title on the Property from the registered chargeholders in order to verify the minimum equity requirements for tax deferment;
  - to verify the information provided by accessing relevant records held by the Insurance Corporation of British Columbia, Home Owner Grant Administration, Land Title and Survey Authority, Personal Property Registry, Manufactured Home Registry, BC Assessment and other sources as required; and
  - to register this agreement as a lien and charge against my/our interest in the Property in favour of the Province, noted on every Certificate of Title pertaining to the Property, or in the case of a manufactured home, to register a financing statement at the Personal Property Registry as a lien against my/our interest in the manufactured home in favour of the Province.
- I/We hereby agree to the following Terms and Conditions.
  - I/We will repay all deferred taxes, interest, administration fees and charges accrued under this agreement that are outstanding at the date of termination of this agreement.
  - I/We will notify the Province in the event of the death of an owner or when the Property is sold, transferred or otherwise disposed of.
  - I/We will not assign any interest in this agreement or any right or benefits under this agreement.
  - The Province will pay the property taxes to the collector of the jurisdiction in which the Property is located.

NAME IN FULL	SIGNATURE	DATE SIGNED YYYY	MM	DD
	X			
NAME IN FULL	SIGNATURE	DATE SIGNED YYYY	MM	DD
	X			
NAME IN FULL	SIGNATURE	DATE SIGNED YYYY	MM	DD
	X			
NAME IN FULL	SIGNATURE	DATE SIGNED YYYY	MM	DD
	X			
NAME IN FULL	SIGNATURE	DATE SIGNED YYYY	MM	DD
	X			
NAME IN FULL	SIGNATURE	DATE SIGNED YYYY	MM	DD
	X			

FOR OFFICE USE ONLY

Pursuant to the *Land Tax Deferment Act*, this agreement is approved.

Her Majesty the Queen in right of British Columbia, as represented by the minister responsible for the administration of the *Land Tax Deferment Act*.

MINISTER/MINISTER'S DESIGNATE

DATE SIGNED  
YYYY

MM

DD

AGREEMENT NUMBER