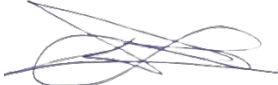




## COMMUNICATION UPDATE

<b>TO:</b>	Mayor and Members City Council
<b>DATE:</b>	May 14, 2025
<b>SUBJECT:</b>	Vacant Unit Tax – May Courtesy Letter Mailout (City Wide)
<b>WARD(S) AFFECTED:</b>	City Wide
<b>SUBMITTED BY:</b>	Clayton Pereira Director, Revenue Services Corporate Services Department
<b>SIGNATURE:</b>	

To ensure property owners are aware of the Vacant Unit Tax extended declaration period, the attached courtesy letter will be mailed to approximately 9,100 or 5% of residential property owners that have not yet completed their mandatory occupancy declaration. Letters will be mailed starting on the week of May 12, 2025. As a one-time courtesy for the first year of the Vacant Unit Tax program, residential property owners are being given an opportunity to submit a late declaration by May 30, 2025 without penalties.

### Background

The Vacant Unit Tax is one of the multiple measures that Council has approved to address the City's housing crisis. The program aims to increase the supply of housing in Hamilton by encouraging residential property owners to keep their properties occupied rather than vacant.

Starting in 2025, the City will be charging an additional one per cent tax on any property that has been left vacant for more than 183 days in a year. Following the recovery of administrative costs, revenues generated from the Vacant Unit Tax will be reinvested into affordable housing initiatives.

If an occupancy declaration is not submitted, the property will be considered vacant and the Vacant Unit Tax will be charged. A principal residence will not be subject to the tax, but all residential property owners are still required to submit an occupancy declaration annually, regardless of whether the property is occupied or vacant.

## Exemptions

There are some instances where a property may be left vacant and be exempt from the Vacant Unit Tax:

- Principal residence
- Death of an Owner: exemption applies to year of death plus one subsequent year only.
- Major Renovations: major renovations or redevelopment make occupation of a unit impossible for more than 183 days in the same calendar year, provided a building permit has been issued.
- Sale of the property: the VUT will not apply in the year of the sale if the transfer is to an unrelated individual or corporation.
- Principal resident is in care, institutionalized or hospitalized: the period of time when the principal resident resides in a hospital, long-term or a supportive care facility.
- Court order: if a court order prohibiting occupancy of the residential property is in effect.
- Non-profit housing: the exemption applies to designated housing projects owned and operated by non-profit corporations.

## Key Dates

Date	Details
Early February 2025	Notice to declare letters with declaration instructions are mailed to residential property owners
February 10, 2025	Mandatory declaration period begins
Week of March 31, 2025	Reminder to declare letters are mailed to all residential property owners that have not yet declared.
Week of April 21, 2025	Final notice to declare letters are mailed to all residential property owners that have not yet declared.
April 30, 2025	Mandatory declaration period deadline
May 7, 2025	Extended late declaration of May 30 – approved by Council
Week of May 12, 2025	Extended declaration deadline courtesy letters are mailed to all residential property owners that have not yet declared
May 30, 2025	Extended declaration deadline
First week of June 2025	Vacant Unit Tax Supplementary Tax Bills are mailed out
June 30, 2025	First Vacant Unit Tax equal installment payment is due
July 2, 2025	Complaint/appeal period begins
September 30, 2025	Second Vacant Unit Tax equal installment payment is due

**For more information about the Vacant Unit Tax, visit [www.hamilton.ca/VacantUnitTax](http://www.hamilton.ca/VacantUnitTax) or contact [vacantunittax@hamilton.ca](mailto:vacantunittax@hamilton.ca).**

## APPENDICES AND SCHEDULES ATTACHED

Appendix “A” to Communication Update - Courtesy Letter



City of Hamilton  
City Hall, 71 Main Street West  
Hamilton, Ontario  
Canada L8P 4Y5  
www.hamilton.ca

Appendix "A"  
Vacant Unit Tax  
Revenue Services  
Corporate Services Department

May 12, 2025

Owner  
Owner  
Address  
Address  
Address

**RESIDENTIAL VACANT UNIT TAX  
DECLARATION REQUIRED BEFORE  
May 30, 2025**

**INFORMATION REQUIRED FOR THE DECLARATION:**

**Property Address  
Roll Number  
Access Code**

**ACTION REQUIRED: City of Hamilton - Vacant Unit Tax**

Our records indicate the 2024 Vacant Unit Tax occupancy status declaration has not been received for **PROPERTY ADDRESS**. As part of the City's commitment to supporting residential property owners during the first year of implementing the Vacant Unit Tax program, Council has approved the waiving of penalties for late declarations related to the 2024 tax year. As a one-time courtesy for the first year of the Vacant Unit Tax program, residential property owners who have not yet declared their property status for 2024 are being given an opportunity to submit a late declaration by **May 30, 2025** without penalties.

**If a declaration is not completed by May 30, 2025, your property will be deemed vacant and a Vacant Unit Tax charge of \$XXXX will be added to your property tax account as of June 2, 2025.**





<u>Residential Assessment</u>	<u>Tax Rate</u>	<u>Vacant Unit Tax Charge</u>
\$XXXX	1%	\$XXXX

Payment of the Vacant Unit Tax will be due in two equal installments, the first due on June 30, 2025 and second due on September 30, 2025.

If you are on a Pre-Authorized Payment (PAP) Plan, the Vacant Unit Tax will coincide with your scheduled Property Tax Payment Plan.

**How to Submit Your Declaration**

You will need your Roll Number and Access Code which is listed at the top of this notice.

Declaration Options	Details	Time Requirement
Online 	<a href="http://www.hamilton.ca/VacantUnitTax">www.hamilton.ca/VacantUnitTax</a>	5 minutes or less
Paper 	<p>Completed paper forms can be mailed to:</p> <p><b>Vacant Unit Tax, 71 Main Street West, Hamilton, ON, L8P 4Y5</b></p> <p>Please note a potential Canada Post labour disruption is planned in late May 2025</p> <p>Alternatively, a completed paper form can be dropped off in-person at any Municipal Service Centre. To find a location near you, visit <a href="http://www.hamilton.ca/MSC">www.hamilton.ca/MSC</a>.</p>	5 minutes or less
Email 	<a href="mailto:vacantunittax@hamilton.ca">vacantunittax@hamilton.ca</a>	5 minutes or less
Phone 	<p><b>905-546-2573</b></p> <p>Long-distance charges may apply if you are calling from outside Hamilton.</p>	<b>Please note:</b> High call volumes may cause delays between Monday to Friday from 8:30 am-4:30 pm.

If you have already submitted your declaration and have received a confirmation number, kindly disregard this notice.

We appreciate your cooperation and support.

For more details, please visit [www.hamilton.ca/VacantUnitTax](http://www.hamilton.ca/VacantUnitTax).

Thank you.

**Vacant Unit Tax Team**