

SECONDARY SUITE NON RENTAL ANNUAL DECLARATION FOR 2023



This form is for the year 2023 ONLY.

We DO NOT accept partial year declarations or forms for prior years.

(Please note ALL fields are required for the form to be processed)

(Property Owner Name and Declarant)	(Phone Number)
(Property Address hereby referred to as "Premises")	(Email Address)
(Number of persons regularly occupying the entire property)	(Utility Account Number)

Initials

Please read the following and initial your agreement indicating you have read and understood the following:

1. I am a registered owner of and occupy the above noted Premises as my principal residence;

2. I have been authorized by all other registered owners of the Premises to make this Annual Declaration, **OR**, I am the sole registered owner of the Premises;

3. None of the registered owners of the Premises will rent (lease, licence, sublet or any other accommodation arrangement for money or other consideration) any portion of the Premises on a short or long term basis at any time during the calendar year;

4. I understand that a Bylaw or Building Inspector for the City of Delta may attend the Premises between the hours of 9:00a.m. and 8:00p.m. to inspect the Premises for the purposes of confirming the above and determining whether all regulations, prohibitions and requirements regarding the use and occupation of the Premises are being met, and I hereby consent to that inspection on behalf of myself and any other registered owner and any occupier of the Premises. I understand that failure to allow this inspection may result in the cancellation of any exemption granted by the City of Delta and the reimposition of any applicable utility fees plus any applicable penalties if the date for payment of such fees has passed;

5. Including false information in this Annual Declaration may result in the City of Delta cancelling any exemption granted and imposing additional utility fees plus applicable penalties;

6. I will immediately notify the City of Delta by phone at 604-946-3235 or email at taxation@delta.ca should any of the information set out in this Annual Declaration change; and

7. If the property is not installed with a water meter, I agree to the installation of a water meter at the Premises, in accordance with Delta Water Service Bylaw No. 7441, 2016, **OR**, the property is currently installed with a water meter.

Print Name or Signature of Property Owner and Declarant

Date

FOR DELTA STAFF USE ONLY

PLEASE STAMP THE DATE THIS FORM WAS RECEIVED –
(REQUIRED UNLESS IT WAS EMAILED)

Please email the completed form to taxation@delta.ca. To verify that the form has been processed, please register for myCity at delta.ca/mycity. Allow up to 4 – 6 weeks for processing. This form must be received within the same calendar year to be applicable.



City of Delta
Finance
4500 Clarence Taylor Crescent
Delta, BC V4K 3E2
T: (604) 946-3235

Website: www.delta.ca

Email: taxation@delta.ca