

Underused Housing Tax

Client Name:

The Underused Housing Tax Act (the “Act”) aims to target ownership of vacant or underused housing in Canada. Unless an exemption is available, Underused Housing Tax (“UHT”) applies to residential properties located in Canada.

The Act applies an annual UHT of 1% of the “taxable value” of the property unless the owner is an “excluded owner”, or the owner is eligible to claim a specific exemption as noted below.

Based upon information you have provided to us, we believe there is an obligation to file this annual return (“UHT return”) by April 30, 2023. We have noted our findings below in **Section A**. Please review and/or complete this document, execute our engagement letter, and we will proceed with this filing.

Should you not agree with our findings please provide us with your reasoning, by completing **Section B** and execute this document for our records.

Please note penalties for failure to file or late filings are significant and start at \$5,000 for individuals and \$10,000 for owners who are not individuals.

Section A: Requirement to File Information

Affected Owners (Have an obligation to file, may be exempt from tax)

Based upon our discussions you have advised us that you meet one of the following criteria of an excluded owner. As an excluded owner you have no obligation or liability under the Act to file a UHT return.

Identify the applicable excluded owner exemption

- An individual Canadian citizen or permanent resident of Canada
- A publicly traded Canadian corporation
- A person with title to the property in the capacity as trustee of widely held trusts such as mutual fund trust, real estate investment trust, or specific investment flow-through trust
- A registered charity
- A cooperative housing corporation
- A municipal organization or other public institutions of government body

Based upon our understanding and/or discussions you meet the criteria of an affected owner. As an affected owner you have an obligation under the Act to file a UHT return. If you believe we are unaware of an exemption under which you would have no obligation to file, please complete **Section B**.

Yes, there is an obligation to file

No, there is no obligation to file (complete Section B)

Exemptions (Have an obligation to file, may be exempt from tax)

Based upon our discussions you have advised us that you meet one of the following criteria of an excluded owner. As an excluded owner you have no obligation or liability under the Act to file a UHT return.

Identify the applicable excluded owner exemption

- **An individual Canadian citizen or permanent resident of Canada**
- **A publicly traded Canadian corporation**
- **A person with title to the property in the capacity as trustee of widely held trusts such as mutual fund trust, real estate investment trust, or specific investment flow-through trust**
- **A registered charity**
- **A cooperative housing corporation**
- **A municipal organization or other public institutions of government body**

As an affected owner, you have an obligation to file the UHT return. The assessment of UHT taxes owing is separate from the requirement to file the UHT return. Based upon our understanding and/or discussions:

There is no available exemption, UHT taxes are owing Yes No

The residential property is exempt from UHT under the following:

Ownership type (Company, partnership, or trust controlled by Canadians residents) Yes No

Primary place of residence Yes No

Qualifying occupancy (occupied on a minimum monthly basis for > 180 days) Yes No

Limited seasonal access Yes No

Renovation or construction	Yes <input type="checkbox"/> No <input type="checkbox"/>
Disaster or hazardous condition	Yes <input type="checkbox"/> No <input type="checkbox"/>
Acquired in the current taxation year	Yes <input type="checkbox"/> No <input type="checkbox"/>
Other Click or tap here to enter text.	Yes <input type="checkbox"/> No <input type="checkbox"/>

Residential property

Based upon our discussions you have advised us that you meet one of the following criteria of an excluded owner. As an excluded owner you have no obligation or liability under the Act to file a UHT return.

Identify the applicable excluded owner exemption

- **An individual Canadian citizen or permanent resident of Canada**
- **A publicly traded Canadian corporation**
- **A person with title to the property in the capacity as trustee of widely held trusts such as mutual fund trust, real estate investment trust, or specific investment flow-through trust**
- **A registered charity**
- **A cooperative housing corporation**
- **A municipal organization or other public institutions of government body**

The following is the detailed information regarding the residential property required to prepare the UHT return.

Details of residential property

- Detached house
- Duplex
- Triplex
- Semi-detached house
- Townhouse or rowhouse unit
- Residential condominium unit

Physical address Click or tap here to enter text.

City Click or tap here to enter text. Province Click or tap here to enter text. Postal Click or tap here to enter text.

Property ID used in the land registration system Click or tap here to enter text.

Property tax assessment roll number (if applicable) Click or tap here to enter text.

Year ownership of residential property was obtained Click or tap here to enter text.

Type of ownership: Sole Joint tenancy Tenants in common

Percentage ownership Click or tap here to enter text.

Assessed value of the residential property Click or tap here to enter text.

Most recent sales price on or before December 31 of the calendar year Click or tap here to enter text.

Legal Ownership

Is the residential property owned as a partner of a partnership? Yes No

Partnership account number Click or tap here to enter text.

Is the residential property owned as trustee of a trust? Yes No

Trust account number Click or tap here to enter text.

If the owner is an individual who is neither a Canadian citizen nor permanent resident, in which county do you have citizenship? Click or tap here to enter text.

Information of the Owner (If not already on file)

Legal name of owner Click or tap here to enter text.

Social insurance number, individual tax number or business number (SIN/ITN/BN) Click or tap here to enter text.

Mailing address

City Click or tap here to enter text. Province Click or tap here to enter text. Postal Click or tap here to enter text.
code

Telephone number Click or tap here to enter text.

Information of Joint Ownership (If not already on file)

Legal name of owner Click or tap here to enter text.

Legal name of owner

Social insurance number, individual tax number or business number (SIN/ITN/BN) Click or tap here to enter text.

Mailing address Click or tap here to enter text.

City Click or tap here to enter text. Province Click or tap here to enter text. Postal Click or tap here to enter text.

Telephone number Click or tap here to enter text.

Section B: Excluded Owner

Excluded Owner (No requirement to file)

Based upon our discussions you have advised us that you meet one of the following criteria of an excluded owner. As an excluded owner you have no obligation or liability under the Act to file a UHT return.

Identify the applicable excluded owner exemption

An individual Canadian citizen or permanent resident of Canada	Yes <input type="checkbox"/> No <input type="checkbox"/>
A publicly traded Canadian corporation	Yes <input type="checkbox"/> No <input type="checkbox"/>
A person with title to the property in the capacity as trustee of widely held trusts such as mutual fund trust, real estate investment trust, or specific investment flow-through trust	Yes <input type="checkbox"/> No <input type="checkbox"/>
A registered charity	Yes <input type="checkbox"/> No <input type="checkbox"/>
A cooperative housing corporation	Yes <input type="checkbox"/> No <input type="checkbox"/>
A municipal organization or other public institutions of government body	Yes <input type="checkbox"/> No <input type="checkbox"/>

Section C: Filing Requirement and UHT Taxes

Final assessment (choose one)

UHT return is required to be filed by April 30, 2023, to ensure penalties are not incurred

There is UHT taxes owing that must be paid prior to April 30, 2023, to avoid penalties and interest	<input type="checkbox"/>
There is no filing requirement under the UHT Act	<input type="checkbox"/>

Signature

Signature

Date

Date