



USING WEBSITE TO OBTAIN PROPERTY

TAX INFORMATION AND CLAIM

HOME OWNER GRANT

On home page of website www.ladysmith.ca, click on [Claim Online 2014 Home Owner Grant](#).

The screenshot shows the homepage of the Ladysmith website. At the top left is the Ladysmith logo, which includes an illustration of a street scene and the text "LADYSMITH Heritage by the Sea". To the right of the logo is a navigation menu with links: "Discover Ladysmith", "Parks Recreation & Culture", "Our Services", "City Hall", "Public Safety", "Sustainability & Green Living", and "Business & Development". A "Contact Us" button is also visible. Below the navigation is a large banner image of a street scene at dusk with the text "Unparalleled amenities, heritage & small-town charm on the 49th parallel". Below the banner are three red buttons: "WELCOME to LADYSMITH", "SUSTAINABLE LADYSMITH", and "OPEN for BUSINESS".

Below the banner is a news section with two articles:

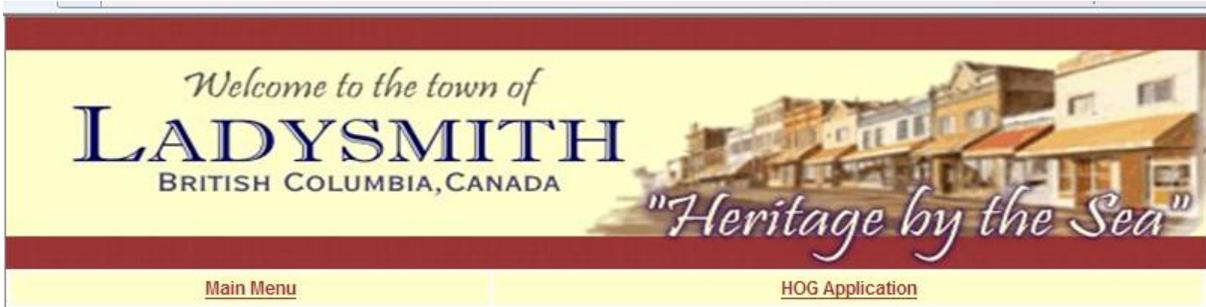
- Curbside Recycling Changes**
As of May 20, the acceptable curbside recycling items will be changi...
[READ MORE](#)
- Low Flying Helicopter above Power Lines**
Sierra Helicopters Ltd. will be flying a helicopter at low altitudes...
[READ MORE](#)

At the bottom right of the news section is a [MORE NEWS](#) button. Below the news section is a footer area with the text "Ladysmith is a spirited community that values its small town quality of life," and a green button labeled [Claim Online 2014 Home Owner Grant](#). A red arrow points from the top of the page to this button.

On the right side of the page, there is a "Programs & Activities" section with a "PROGRAM GUIDE" button and a "WHAT'S ON IN LADYSMITH" section listing events:

- Jun 05, 2014
June 5 - Mayor's Open Door - 4:30 - 6:00 p.m.
Location: City Hall - Ladysmith
- Jun 07, 2014
June 7 - Ladysmith Maritime Heritage Day - Maritime Society Community Docks

To access property tax account information and/or claim Home Owner Grant, enter Roll Number and Access Code (case sensitive), which is found in top right hand corner of tax notice (see below)



Login: Please enter Client Information:

Jur Number: 445 - Town of Ladysmith ▼
Roll Number:
Access Code:

Submit

The Online Home Owner Grant Application is for **registered** home owners only. The Access Code is case sensitive. Your Roll Number and Access Code are located on the top right side of your property tax notice. (Do not include the 445 when entering your roll number.) Please make note of the confirmation number after submitting your eHOG application. If you don't receive a confirmation number you need to claim your grant again. Your Home Owner Grant may be claimed after the tax due date but a penalty on unpaid taxes, which includes unclaimed grants, will have been applied.

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Roll Number →

Roll:	1234.567
Civic Address:	559 GREENHORN PL
Legal Desc:	Plan: VIP59744 Lot: 7 Block:
	DL#: 97
NN	
Mortgage Code:	12345678
Mortgage Name:	ATB FINANCIAL
	Access Code: a1B2c3 ← Access code
	• Reprint • May 30, 2012

DUE DATE July 3, 2012	Penalties & Interest 10% Penalty on taxes unpaid after 4:00 p.m. on July 3, 2012. Interest on arrears and delinquent calculated to July 3, 2012.
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You will be routed to the following screen to complete Home Owner Grant.



Applicant's Property Information:

Jur Number: 445
Roll Number:
Property ID:

Street Address:
Postal Code:

Electronic Application for Home Owner Grant

Freedom of Information and Protection of Privacy Act (FOIPPA)

The information on this form is collected under the authority of the Home Owner Grant Act, R.S.B.C. 1996, c. 194. The information provided will be used to process your Home Owner Grant claim and may be shared for the purposes of administering the Land Tax Deferment Act, Property Transfer Tax Act and Taxation (Rural Area) Act. If you have any privacy concerns about how this information is used, contact the Home Owner Grant Administration (250) 356-8904 of the Ministry of Small Business and Revenue (the "Branch").

1. Fill in first and last name as it appears on your tax notice.

1. I, First Name: Last Name: certify the following:

- (a) I am an owner (or I am a spouse/relative of the deceased owner) of the property identified on this application form ("this Property") that is assessed and taxed for the current year;
- (b) I am a Canadian citizen or permanent resident, I ordinarily reside in British Columbia and I occupy as my principal residence, the whole or part of the building (s) located on this Property;
- (c) Neither I nor my spouse nor the deceased owner have applied for or received a home owner grant on this Property or any other property in the Province during this calendar year and, to the best of my knowledge, no other person has received a home owner grant on this Property during this calendar year.

The amount of the basic grant is **\$770.00**

2. If eligible for additional Grant, select as applicable.

2. I am eligible for the additional Grant for a reason which follows: (select if applicable):

- (a) I am or will be 65 or over during this calendar year; **or**
- (b) I am in receipt of, am the spouse of a person who is in receipt of, or am the spouse of a deceased person who was, on the date of death, in receipt of an allowance under the War Veteran Allowance Act (Canada) or the Civilian War-related Benefits Act (Canada); **or**
- (c) I am designated as a person with disabilities, and receiving disability assistance, hardship assistance or a supplement under the BC Employment and Assistance for Persons with Disabilities Act; **or**
- (d) I am the person with disabilities, or am the spouse or relative of a person with disabilities, and the person with disabilities resides with me, and I have provided the collector with the required Form B certificate (Certificate of Physician and Property Owner); **or**
- (e) I am the spouse or relative of an owner who passed away in the current year who would have been eligible under paragraph (a), (b), (c) or (d) and I occupied the eligible residence as my principal residence on the date of that owner's death.

The amount of the grant under paragraphs (a), (b), (c), (d), (e) in section 2 is **\$1,045.00**

3. I understand that the collector, and/or the Branch may require any documentation necessary to establish my eligibility for the grant. I also understand that the Branch may confirm my age and address with the Insurance Corporation of British Columbia.

By submitting the information that I have entered on this application, I certify that

- (a) I am the person named in section 1; and
- (b) the information that I have submitted is true, correct and complete.
- (c) I am the person eligible for the additional grant in Section 2(a) - My Birth Date is: (dd/mm/yyyy)

Tel.: () - Email Address:

IT IS AN OFFENCE (SUBJECT TO A PENALTY OF UP TO \$10,000) TO MAKE A FALSE APPLICATION FOR A HOME OWNER GRANT.

3. If over 65, enter birthdate and complete other required information.

4. Click on Submit



5. Print confirmation page for your records.

Your application has been submitted. Please print this page for your records. 

Reference Number: HOG000001187
Applicant's Name:
Tel. Number:

Jurr Number: 445
Roll Number:
Property ID:
Street Address:
Postal/Zip Code:

Claim: 'Home Owner Grant basic application.'

Claim Amount: \$770.00
Balance: \$

Date: 16 June, 2011
Time: 2:26:11 PM

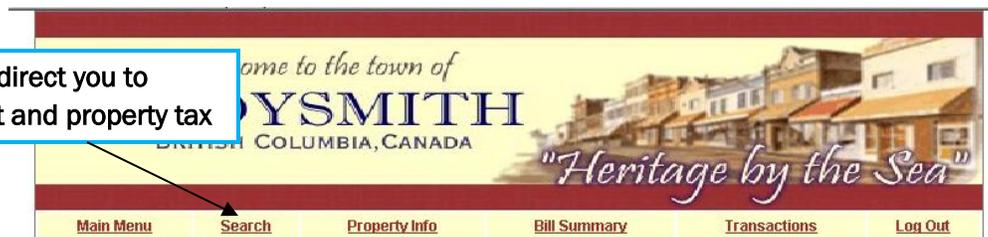
Thank you for using online Home Owner Grant services.



To check property tax account information online: Main Menu



2. Search will direct you to assessment and property tax



Property Taxes

Please select a page from the menu.



Please enter Property search criteria:

3. There are many methods to search by. Choose the one that best suits you.

Jur Number:

Roll Number:

Property ID:

Suite:

Number:

Street:

Street Dir.:

Postal Code/ZIP:

4. Any Search function will bring you to this screen. Click on the underlined Roll to get the property information.

Property Search Results

[Modify Filter](#)

Jur	<u>Roll</u>	Property ID	Address	Postal Code
445	1349.108	017-453-909	637 DELCOURT AVE	

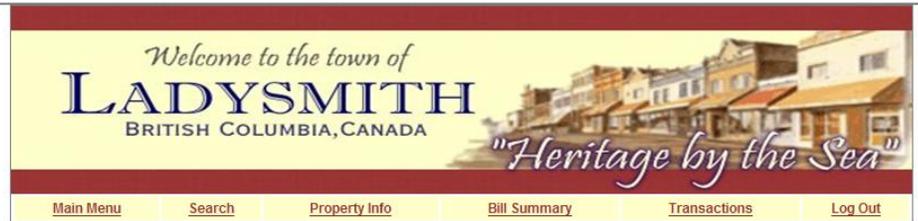
[Printer Friendly](#) Page 1 of 1 Records per page:

This screen provides you with Property Description and Assessment values for current year plus prior 2 years. In the top right corner, you will find current and prior year tax amount.

If you want to go directly into all tabs to obtain all information available, you can do this as long as you have the Roll No. and the access code. Going through the Search function, you will only have access to the above information.

The other screens, Bill Summary and Transactions, can only be accessed by clicking on each one and entering the Roll No. and the access code, which are both found in the top right hand box of your tax notice.

Bill Summary will provide you with the year, the Home Owner Grant offered each year, and the Home Owner Grant amount claimed each year. It also provides you with your current balance, which is located directly above the box of information on the right hand side.



Property Information	
Jur Number:	445
Roll Number:	
Property ID:	
Property Address	
Street Address:	
Postal Code/ZIP:	
Property Description	
LOT:	5
PLAN NUMBER:	VIP52851
DISTRICT LOT:	96
LAND DISTRICT:	43
MANUAL CLASS CODE:	0145
PERCENTAGE DEVIATION:	05
NEIGHBORHOOD CODE:	320
ACTUAL USE:	000
Regional District:	10
LOT SIZE KEY:	2
LOT SIZE:	7298

Tax Information	
Current Tax Year:	\$2,820.80
Previous Tax Year:	\$2,562.53

Assessment (Tax Year 2011)							
	Land			Improvements			Total NET
	Gross	Exempt	Net	Gross	Exempt	Net	
General	135,000	0	135,000	218,000	0	218,000	353,000
Hospital	135,000	0	135,000	218,000	0	218,000	353,000
School	135,000	0	135,000	218,000	0	218,000	353,000
Assessment (Tax Year 2010)							
	Land			Improvements			Total NET
	Gross	Exempt	Net	Gross	Exempt	Net	
General	124,000	0	124,000	205,000	0	205,000	329,000
Hospital	124,000	0	124,000	205,000	0	205,000	329,000
School	124,000	0	124,000	205,000	0	205,000	329,000
Assessment (Tax Year 2009)							
	Land			Improvements			Total NET
	Gross	Exempt	Net	Gross	Exempt	Net	
General	125,000	0	125,000	230,000	0	230,000	355,000
Hospital	125,000	0	125,000	230,000	0	230,000	355,000
School	125,000	0	125,000	230,000	0	230,000	355,000



Property Taxes Bill Summary

Jur Number: 445
Roll Number:
Balance as of Jun 16, 2011 : \$325.80

Tax Year	Bill Amount	HOG Offered Under	HOG Offered Over	HOG Amount Claimed
2011	2820.80	770.00	1045.00	770.00
2010	2562.53	570.00	845.00	570.00
2009	2608.70	570.00	845.00	845.00
2008	2533.24	570.00	845.00	845.00
2007	2422.79	570.00	845.00	570.00
2006	2426.48	570.00	845.00	570.00
2005	2398.94	470.00	745.00	470.00
2004	2297.93	470.00	745.00	470.00
2003	2228.53	470.00	745.00	470.00
2002	2139.05	470.00	745.00	470.00
2001	2149.33	470.00	745.00	470.00
2000	2098.83	470.00	745.00	470.00
1999	2067.93	470.00	745.00	470.00
1998	2005.27	470.00	745.00	470.00



Property Taxes Transactions

Jur Number: 445
 Roll Number:

Balance as of Jun 16, 2011 : \$325.80

Date	Class	Description	Amount
May 30, 2011	00	PAYMENT-CURRENT	-150.00
May 20, 2011	00	PAYMENT-CURRENT	-770.00
May 20, 2011	00	PAYMENT-CURRENT	770.00
May 20, 2011	00	HOMEOWNER GRANT-SCHOOL	-770.00
May 06, 2011	01	WATER PARCEL TAX	100.00
May 06, 2011	01	SEWER PARCEL TAX	154.00
May 06, 2011	01	MFA-RESIDENTIAL	0.07
May 06, 2011	01	BC ASSESSMENT-RESIDENTIAL	21.92
May 06, 2011	01	REG LIBRARY-RESIDENTIAL	61.60
May 06, 2011	01	CVRHD(HOSP)-RESIDENTIAL	102.86
May 06, 2011	01	POLICE SERVICES- RESIDENTIAL	174.63
May 06, 2011	01	CVRD-RESIDENTIAL	188.89
May 06, 2011	01	SCHOOL-RESIDENTIAL	784.01
May 06, 2011	01	MUNICIPAL-RESIDENTIAL	1232.82
Apr 21, 2011	00	PAYMENT-CURRENT	-150.00
Mar 25, 2011	00	PAYMENT-CURRENT	-150.00
Mar 03, 2011	00	PAYMENT-CURRENT	-150.00
Jan 28, 2011	00	PAYMENT-CURRENT	-150.00
Dec 30, 2010	00	PAYMENT-CURRENT	-190.99
Dec 30, 2010	00	PAYMENT-CURRENT	-34.01

[Printer Friendly](#)

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Records per page: 20

Transactions will reflect any charges and payments made on the property tax account to date with the current balance in the top right hand corner.