



EXEMPTION FROM ADDITIONAL USER RATES CHARGES

Revenue Services | User.Rates@nanaimo.ca

OWNER INFORMATION

| | | |
|------------------|--------|--------------|
| Name(s): | | |
| Mailing Address: | City: | Postal Code: |
| Email: | Phone: | |

PROPERTY INFORMATION

| | |
|--|--------------|
| Civic Address: | Account No.: |
| Is this your principal residence: <input type="checkbox"/> Yes <input type="checkbox"/> No | |

DEFINITIONS

- Additional Dwelling Unit** means a habitable room consisting of a self-contained unit with a separate entrance for the residential accommodation of only one family and contains a cooking facility but excludes all accommodation for the travelling public.
- Immediate family member** means a spouse, child, sibling, step-sibling, half-sibling, parent, or stepparent.
- Principal residence** means the usual place where an individual makes his or her home.

EXEMPTION STATUS

Please choose one of the following options that reflect the use of the *Additional Dwelling Unit*.

If the below exemptions do not apply, the account will be invoiced for two dwelling units and this form should not be completed. **Please note:** Short Term Rentals are not eligible for exemption.

- Decommissioned (additional dwelling unit has been removed)

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|----------|
| Details: |
| |
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| |

- Additional dwelling unit is not being rented*
- Additional dwelling unit is occupied by an *immediate family member**
Occupant relationship to Owner: _____
- Additional dwelling unit is not used as a separate residential unit*

*ANNUAL DECLARATIONS MAY BE REQUIRED.



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CHANGES TO SERVICE CHARGES

If you are submitting a declaration the following changes will take effect on the date the declaration is received by our office, or in the case of a change of ownership, the changes will take effect on the date of the property transfer as long the declaration is received by the due date outlined in the New Owner Additional Dwelling Unit letter:

- Water Consumption Charges: The tiers will be for one unit only (i.e. Tier 1 will be for 0 - 110 gallons per day instead of 0 - 220 gallons per day)
- Carts: You may choose to pay an 'Upsize Fee' and keep the 240L black cart, however, the green cart will be exchanged for the standard 120L cart. The recycling cart does not need to be exchanged unless you have more than one cart.
- Sewer Unit Rate: You will be charged for one base rate as opposed to two.

Please choose one of the following:

- I would like to have my black (garbage) cart exchanged for a 120L (standard size for a single-family home)
- I would like to keep my black (garbage) cart, and I understand I will be charged an 'Upsize Fee' and that the green (organics) cart will be exchanged for the standard size for a single-family home.

OWNER ACKNOWLEDGEMENTS

I/we certify that the above-noted property contains an additional dwelling unit such as a Secondary Suite or Carriage House. I/we understand that we will be invoiced according to information submitted on this form and in accordance with the *Waterworks Regulation Bylaw*.

I understand that should the facts under which this declaration is made change so as to disqualify the property from the exemption, I/we have thirty (30) days by which to inform the City of Nanaimo at which time additional charges will be levied. Failure to notify the City within thirty (30) days may result in a penalty equal to twice the amount that was evaded

Signature

Date

Submit to: Email: User.Rates@nanaimo.ca or Mail: 455 Wallace Street, Nanaimo, BC V9R 5J6

OFFICE USE

Declaration Status:

- Decommissioned
- Used by family
- Used as one unit
- Vacant
- Shared Meter - No suite on this account

UB Initial: _____ Supervisor: _____ Approved Denied

Personal information you provide on this form is collected pursuant to Section 26 of the Freedom of Information and Protection of Privacy Act and will only be used for the purpose of processing this application. Your personal information will not be released except in accordance with the Freedom of Information and Protection of Privacy Act. Questions about the collection of your personal information may be referred to the Records/Information & Privacy Coordinator by email: foi@nanaimo.ca or phone: 250-755-4405.

RECEIVED STAMP