



Please save the completed form and email to utilityfees@mission.ca or print the form and bring it in to City Hall

Note: Please use Adobe Acrobat to complete and save/print this form as fillable fields are not consistently compatible with other readers.

ANNUAL SECONDARY DWELLING UNIT EXEMPTION **RENEWAL APPLICATION**

FROM ADDITIONAL FLAT RATE USER FEES FOR WATER, SEWER, GARBAGE AND/OR RECYCLING/COMPOSTING FOR A SECONDARY DWELLING UNIT UNDER COUNCIL POLICY LAN.38

I, _____, as owner and occupant.
PLEASE PRINT YOUR FULL NAME (NO INITIALS)

of property located at, _____ (the Property),
PLEASE PRINT PROPERTY ADDRESS

hereby apply for exemption from the additional flat rate user fees for water, sewer, garbage, and recycling/composting for the Secondary Dwelling Unit (SDU) at the above noted property, **for the year _____**, and declare that, by initialing/acknowledging each box I show understanding of each statement:

- a. I am the occupant of the primary dwelling unit on the property;
- b. The SDU on the Property is not occupied by anyone **not on title** to the property, including family over the age of 18, and regardless of whether money is exchanged;
- c. I will not allow the SDU on the property to be occupied by anyone **not on title** to the Property, including family over the age of 18, and regardless of whether money is exchanged;
- d. I will permit the City of Mission to inspect the interior of the Property to verify the above conditions are being adhered to; and
- e. If the exemption is granted, I will inform any potential purchasers of the Property that the exemption expires at date of sale and new owners will be billed accordingly.

I understand that this renewal application for an exemption, if approved, will expire on **December 31st** of the current year or on the date of sale should the property be sold. Renewal applications are required annually.

I understand that a renewal application must be submitted and received by the City of Mission by **January 31st** of each year to be considered. Any applications received between **April 1st and June 30th** will be charged an administration fee of **\$50.00**. All applications received after June 30th will have the fees prorated from the date of submission to the end of the calendar year.

I understand that in the event a renewal application is not received by the City of Mission the exemption will not apply and I will be invoiced accordingly, and that after one year, a new application, payment of an inspection fee and an inspection will be required. Upon a new application being made and accepted, the exemption will only apply from the date the new application is received by the City of Mission expiring on **December 31st** of the current year or on the date of sale should property be sold.

I understand that should it be discovered that I have occupied or allowed the occupancy of the SDU by anyone not on title, the exemption will be void and I will be invoiced for the applicable SDU flat rate user fees for water, sewer, garbage and/or recycling/compost for the entire calendar year.

Continued next page



I understand that the exemption is granted to the homeowner and upon sale of the property the exemption expires, and the property will be charged the applicable SDU flat rate user fees for water, sewer, garbage and/or recycling/compost from date of sale.

We would also like to remind the property owners that only one SDU per Single Family Dwelling is permitted by the BC Building Code. I understand the City of Mission reserves the right to do a future inspection to verify the SDU remains exempt.

Preferred Method of Contact (excluding inspection scheduling): Email Mail

Signature

Date

Home/Cell Phone Number

Email Address

Office Use Only

Billing Information:	Year of Exemption:
_____ Receipt Number	_____ Roll Number
<input type="checkbox"/> Utility coding updated	<input type="checkbox"/> Engineering – Garbage & Recycling pick-up
<input type="checkbox"/> BC Assessment updated	<input type="checkbox"/> Property tax commented

This form can be found at www.mission.ca/secondary-dwellings