

**Schedule "B"**  
**Attached to and forming part of By-law 2018-087**  
**THE CORPORATION OF THE TOWNSHIP OF MUSKOKA LAKES**  
**FINANCIAL SERVICES**  
**EFFECTIVE JULY 13, 2018**

FEE DESCRIPTION	APPLICABLE FEE in \$ (+ HST, WHERE APPLICABLE)
Tax Certificate - per request Issuance of certificate by the Treasurer itemizing all monies owing	60.00
For the purposes of Schedule "B" of this by-law, the following sections shall apply. 1. Upon the payment of the Tax Certificate Fee as set out herein Schedule 'B' forming part of this by-law, the Treasurer shall, upon the written request of any person, give to that person an itemized statement of all amounts owing for taxes in respect of any separately assessed rateable property as of the day the statement is issued.	
Additions to the Roll Fee charged to add an amount to the collectors' roll in accordance with legislation; the fee is added directly to the applicable property tax account	40.00
Duplicate Tax Bill To prepare a copy of a tax bill	20.00
Letter/Statement Confirming Assessment Records Preparation of letter and search of assessment records or tax levy has been conducted to verify the assessed persons or assessment values and/or taxes levied, for a specified period of time. Time to search records will be included in the fixed fee.	50.00
Returned Payments - NSF Fee charges when payment is returned as not negotiable - includes cheque or EFT	45.00
Re-print of Payment Receipt Copy of receipt for payment on a property tax account	10.00
Statement of Account Statement detailing payments and taxes levied along with any outstanding balance; note- this is not a statement issued by the Treasurer under section 352 of the Municipal Act	10.00
Arrears Notice Fee Fee charged to the tax roll when sending out arrears notice. Arrears notices are not sent to property owners who are in arrears less than \$3.00. This fee is in addition to interest and penalty that may be levied in accordance with legislation.	10.00
Warning Letter Issuance of a warning letter advising a property owner that the property will be eligible for tax registration proceedings on January 1st of the following year	100.00
Hand Deliver Charge Fee for a representative of the Town to hand deliver under special circumstances any notice associated with tax arrears and tax registration proceedings	100.00
Tax Registration - preparation Review account status, prepare all tax, assessment, roll and mapping information, review correspondence, compile any other information required to create file and send to tax registration specialist	200.00
Tax Registration - actual Register tax arrears certificate on title and all subsequent requirements related to tax registration; Third Party Expense	Actual
Tax Sale - preparation Prepare assesment information, calculate cancellation price, circulate file for review by other departments, coordinate preparation of tender package and advertising	200.00
Tax Sale - actual Preparation and administration required to meet all legislative requirements to conduct sale by public tender; Third Party Expense	Actual
Tax Sale Tender Package To provide a copy of a tax sale tender package	40.00