



TOWN OF LINCOLN 4800
SOUTH SERVICE ROAD
BEAMSVILLE, ON L3J 1L3
TEL: 905-563-8205
FAX: 905-563-6566

*****REVISED*****
FEBRUARY 2023

**Property
Information
Request Form**

SUBMIT THE COMPLETED FORM TO: propinfo@lincoln.ca
If paying by cheque, include a scanned copy of the cheque with the email

THE INDIVIDUAL DEPARTMENTS WILL RESPOND DIRECTLY TO EACH REQUEST. UNLESS REQUESTED OTHERWISE, RESPONSES WILL BE EMAILED

LAW FIRM _____ Please Include Contact Person _____
PHONE: _____

Number and Street _____
EMAIL: _____

City, Town or Village _____
FILE/Re: _____

Province/ Postal Code _____

TRANSACTION

MORTGAGE SALE OTHER

NEW OWNERS: _____ **CLOSING DATE:** _____

PROPERTY DETAILS

MUNICIPAL ADDRESS: _____

LEGAL DESCRIPTION: _____

ROLL NUMBER: ***NOTE: FOR OFFICE USE ONLY**

ASSESSED OWNER(S): _____

FORWARDING ADDRESS: _____

SOLICITOR: _____

PHONE: _____ FAX/EMAIL: _____

PRESENT USE OF PROPERTY *:	PROPOSED USE *:
NUMBER OF DWELLING UNITS:	DATE USE ESTABLISHED:

PLEASE CHECK APPROPRIATE BOX(S)	FEE PER PROPERTY	* PROPERTY USES
Building Department - (WOB)		<ul style="list-style-type: none"> ➤ Single detached dwelling ➤ Semi-detached dwelling ➤ Townhouse (block or street) ➤ Duplex ➤ Triplex ➤ Fourplex ➤ Apartment Building ➤ Vacant Property ➤ Commercial or Industrial (Specify use e.g. retail, bakery, machine shop etc.)
• Work Orders, Permits, Occupancy.....	<input type="checkbox"/> \$215.00	
Municipal Law Enforcement Department – (WOE)		
• Property Standards, Noxious Weeds	<input type="checkbox"/> \$118.00	
Finance Department - (TXC)		
• Tax certificate of current taxes and arrears including water/wastewater charges owing.....	<input type="checkbox"/> \$54.00	
Fire Department - (WOF) ...		
• Outstanding Fire Code Items.....	<input type="checkbox"/> \$100.00	
Planning and Development Department - (WOZ)		
• Official Plan, Zoning By-law, Compliance with Site Plan, Subdivision or Development Agreements Subdivisions Assumed by Town, Communication Towers, Green Energy, MDS.....	<input type="checkbox"/> \$330.00	
Public Works Department - (WOP)		
• Available Municipal Services.....	<input type="checkbox"/> \$64.00	
• Subject To Drainage Act Assessment.....	<input type="checkbox"/> \$22.00	
Express Fee* (see below) – (TXCEXP)		
• Completed within 2 business days of date received...	<input type="checkbox"/> \$54.00	
TOTAL FEE:	\$ _____	FOR DEPARTMENT USE ONLY

NOTE: Only one cheque is required for the total fee – **MAKE CHEQUES PAYABLE TO THE TOWN OF LINCOLN**
To pay by credit card, please contact cashier@lincoln.ca.
Online tax certificate self-service available for a fee of \$28. Register here: <https://vsportal.lincoln.ca:9191/LinkRegister.aspx>

Regular Service Completed within 10 business days of date received and will be emailed to the applicant.

***Express Service** Completed within **2 business days** of date received and will be emailed to the applicant.

Please Note: Express Service is NOT available from the Public Works, Fire or By-law Departments.