



District of Lantzville

REFUND REQUEST FORM FOR OVERPAYMENT ON PROPERTY TAX ACCOUNTS

A. PROPERTY OWNER INFORMATION (please print clearly):

Folio Number:	Property Owner(s):
Mailing Address:	
Email:	Phone:

B. REFUND AMOUNT

Please refund the overpayment of \$_____ on the above noted property tax account to the mailing address provided.

C. PROPERTY OWNER AUTHORIZATION FOR REFUND OF OVERPAYMENT

I/We warrant and represent that that all information provided is accurate; and,
I/We warrant and guarantee that all persons whose signatures are required to authorize a refund request from the property tax account provided have signed the Authorization below;

Name: _____	Name: _____
Signature: _____	Signature: _____
Date: _____	Date: _____

- Please note your refund cheque will be sent to the mailing address provided and could take up to 6 weeks to process.
- If you are selling your property, a refund request form must be received by the District of Lantzville 14 days prior to the sale closing date to ensure that funds are refunded to the current owner. If the request for refund form is received after the sale closing date, any credits on account will automatically be transferred to the new owner(s) as per the land title issued from The Land Title and Survey Authority of British Columbia (LTSA).

Personal information collected on this form, or provided with this form, is collected and protected in accordance with the Freedom of Information and Privacy Act, and will be used for the purposes of Financial Services program administration. Questions regarding the collection/use of this information should be directed to the Information and Privacy Officer at 250.933.8082.

Phone: 250.390.4006 Fax: 250.390.5188
Email: district@lantzville.ca Website: www.lantzville.ca
PO Box 100, Lantzville, BC V0R 2H0