



# Ottawa FormsPak

**Tax Sale Date: February 25, 2025**

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## ***BEFORE YOU SUBMIT A TENDER...***

- **How do tax sales work?**
- **Why ordering an up-to-date title search and execution search could benefit you?**
- **What will happen if the Crown has an interest in a property that you would like to buy?**
- **If the treasurer of the municipality notifies you that you have 14 days to pay the balance of the amount that you tendered, plus HST, land transfer tax and accumulated taxes, and you do not pay this amount within 14 days, would you like to no what will happen?**

**You can learn the answers to all of the above questions by visiting [www.OntarioTaxSales.ca](http://www.OntarioTaxSales.ca) or by clicking on the links below:**

- **What is a tax sale?**
- **Definitions**
- **FAQ**
- **How to buy a tax sale property**



## Instructions for Submitting a Tender

Tenders must be prepared and submitted in accordance with the *Municipal Tax Sales Rules*

1. **Determine your tender amount:** Your tender must be equal to the Minimum Tender Amount advertised or more. The successful tenderer will be required to pay Land Transfer Tax, any applicable HST, and accumulated taxes, which are any further taxes, interests or penalties that have accumulated since the first day of advertising.
2. **Prepare Form 7 (TENDER TO PURCHASE) – Copy of Form 7 is in the InfoPak:**
  - a. Form 7 must be typed or legibly handwritten in ink.
  - b. In the section of Form 7 that says “Re: Sale of: (description of land)” enter in the description of the land, including the roll number, file number and municipal address, if that information is available. This can be found on your Title Search Summary or on the Form 6 Tax Sale Ad included in your InfoPak.
  - c. Fill in the remaining information on Form 7.
3. **Prepare a deposit:**
  - a. **At least 20%:** The deposit must be at least 20 per cent of the amount of your tender.  
(Example: If you tender \$5,000.01 – 20% of \$5,000.01 is \$1,000.02 – \$1,000.00 would be less than 20% of the amount you tendered - \$1,000.01 would be the minimum deposit required)
  - b. **Form of Deposit:** Money order, bank draft or cheque certified by a bank or authorized foreign bank within the meaning of section 2 of the Bank Act (Canada), a trust corporation registered under the Loan and Trust Corporations Act or a credit union within the meaning of the Credit Unions and Caisses Populaires Act, 1994.
  - c. **Deposit money order, bank draft or certified cheque must be made out in favour of the municipality.**
4. **Prepare a Tender envelope:**
  - a. Submit a sealed envelope, addressed to the treasurer, indicating on it that it is a tax sale. The tender envelope in this InfoPak is already properly pre-addressed and can be attached to your sealed envelope.
  - b. If a municipal address has been given for the property, enter that address under the heading “**Tax Sale For**”. If there is no municipal address, it will be necessary to include a short description of the property shown on your Title Search Summary or on the Form 6 Tax Sale Ad.
5. **One parcel only:** A tender shall relate to only **one** parcel of land. If there are two or more properties in a sale and you wish to submit tenders for two properties, you must submit two completely separate tenders and must be submitted in a separate envelope.
6. **No additional terms or conditions:** The treasurer will reject every tender that includes any term or condition not provided for in the *Municipal Tax Sales Rules*.
7. **Submitting your tender:** You can submit your tender in person, or by courier, or by mail. Your tender must be received by the treasurer on or before the time and date indicated in the advertisement for tax sale. If your tender is received late, it will be rejected. In the event of a postal strike or other work slowdown, mail might not be delivered in a timely manner. **If the mailing address includes a Post Office Box, there is no guarantee the municipality will collect their mail before 3 pm on the day of the sale. It is the tenderer’s responsibility to ensure the tender is delivered to the treasurer by 3 pm on sale day.**
8. **If you wish to withdraw your tender:** A tender is withdrawn if the tenderer's written request to have the tender withdrawn is received by the treasurer before 3 p.m. local time on the last date for receiving tenders. The envelope containing a withdrawn tender will be opened at the time of the opening of the sealed envelopes.
9. **Cancellation of sale:** A tax sale can be cancelled by the treasurer at any time before a tax deed or notice of vesting is registered on title.



## Tenderer's Checklist

The municipality makes no representation regarding the title to the property or any other matters relating to the lands to be sold. The property may be worth much more *or* much less than the minimum tender amount.

**The responsibility for researching this property to see if it is a good investment and researching the legislated requirements and provisions of the tax sale procedure is up to you.**

A Title Search Summary includes an execution search and will outline what will stay on title and become your responsibility after the tax deed is registered, such as crown interests, easements, restrictions, etc. It could be helpful to obtain a Title Search.

It is important to **investigate** to find out the property condition, landuse, zoning, building permits, etc. You would want to make sure it fits in with your plans for the property.

If your tender is accepted and you do not pay the balance of the tender amount owing on time, **your deposit will be forfeited to the municipality** as set out in the *Municipal Tax Sale Rules*.

<b>Requirements for "Submitting a Tender" pursuant to Municipal Act, 2001 and Municipal Tax Sale Rules</b>	
	<b>Tender is submitted using Form 7 (Included in InfoPak/FormsPak/Tender Package)</b> <i>NOTE: Form 7 must be addressed to the person who holds the position of Treasurer, or Deputy Treasurer under Section 286(2), even if their Title is different.</i>
	<b>Form 7 must be typewritten or legibly written in ink (Description of property can be found on Form 6 Advertisement)</b>
	<b>Form 7 describes/relates to one property only (each property requires separate Form 7s and separate envelopes)</b>
	<b>Tender Amount is equal to or greater than the Minimum Tender Amount given for the property</b>
	<b>Deposit is a least 20% of the amount you have chosen to tender (always round up when determining deposit amount)</b>
	<b>Deposit is made by way of money order, or by way of bank draft or cheque certified by a bank or authorized foreign bank</b> (within the meaning of section 2 of the <i>Bank Act</i> (Canada), a trust corporation registered under the <i>Loan and Trust Corporations Act</i> or a credit union within the meaning of the <i>Credit Unions and Caisses Populaires Act, 1994</i> )
	<b>Ensure deposit money order, bank draft or certified cheque is made out in favour of the Municipality (The Corporation of the...)</b>
	<b>Envelope cover indicates it is for a Tax Sale with an identifiable description of land and/or municipal address - <i>Tape, glue or staple this form to outside of the sealed envelope containing your bid</i></b>
	<b>Envelope must be addressed to the Treasurer (or Deputy Treasurer)</b> <i>NOTE: Tenders must be addressed to the person who holds the position of Treasurer, or Deputy Treasurer under Section 286(2), even if their Title is different.</i>

**If all boxes are checked, you are ready to send in your tender!**

*Municipal Act, 2001*

## **Sale Of Land By Public Tender**

*Ontario Regulation 181/03 - Municipal Tax Sales Rules*

### **City of Ottawa**

Take notice that tenders are invited for the purchase of the land(s) described below and will be received until 3:00 p.m. local time on Tuesday, February 25, 2025 at: The City of Ottawa, Revenue Services, **100 Constellation Drive, 4<sup>th</sup> Floor East\***, Ottawa ON K2G 6J8 Attention: Treasurer.

Tenders must be hand delivered **ONLY** to the 4<sup>th</sup> floor at the above-mentioned address\* until 3:00 p.m. local time on the above date. This also applies to courier deliveries. Tenders will be accepted if sealed in an envelope and clearly marked with the PIN (Property Identification Number) and the Roll Number of the property for which the tender is submitted, for example: **"Tax Sale for: PIN 04559-1000(LT) Roll No. 0614.422.820.10000.0000."** A separate tender must be submitted for each property.

The tenders will then be opened in public on the same day at 101 CentrepoinTE Drive, Ground Floor, The Chamber, immediately following the 3:00 p.m. deadline.

Tender packages can be purchased at a **non-refundable** fee of **\$62.00** for each tender package requested. Payment must be made at the time of request for each tender package. Payment by debit card, credit card, money order or certified (only) cheque, payable to the City of Ottawa will be accepted. A copy of the prescribed form of the tender is also available on the website of the Government of Ontario Central Forms Repository Under the listing for the Ministry of Municipal Affairs. Purchased tender packages may contain additional property information that will not be available online.

The sale of these properties is subject to cancellation up to the time of the tender opening without any further notice. **The Minimum Tender amount represents the cancellation price as of the first day of advertising.**

#### **Description of land(s):**

1. Property #1 – PT LT 4 Cameron ST PL 11OP Cumberland; PT rear LT 4 Cameron ST PL 11OP Cumberland as in RR44690, 0 Cameron ST, City of Ottawa; PIN: 145370055.  
Roll #0614.500.601.21750.0000  
According to the last returned assessment roll (2016), the assessed value of the land is \$119,000.  
**Minimum Tender Amount: \$55,064.44**
2. Property #2–PT rear passage PL M19; subject to an easement in gross as in OC1572450; subject to an easement as in oc1572451; city of ottawa (lying N of PTS 1 & 2 4R29260), Bronson PL, city of ottawa; PIN: 041350264.  
Roll #0614.052.301.50358.0000  
According to the last returned assessment roll (2016), the assessed value of the land is \$600.  
**Minimum Tender Amount: \$9,397.72**

3. Property #3–PT rear passage PL M19; subject to an easement in gross as in OC1572450; subject to an easement as in OC1572451; City of Ottawa (W of 4R29259 and E of 4R28994 & 4R17649), 0 Bronson AVE, City of Ottawa; PIN: 041350252.  
Roll #0614.052.301.50352.0000  
According to the last returned assessment roll (2016), the assessed value of the land is \$5,000.  
**Minimum Tender Amount: \$10,927.58**
4. Property #4–Parcel 3-1, section 4M738 LT 3 plan 4M738 Kanata, 5 Steeple Chase Dr, City of Ottawa; PIN: 044682018.  
Roll #0614.302.860.14152.0000  
According to the last returned assessment roll (2016), the assessed value of the land is \$423,000.  
**Minimum Tender Amount: \$129,156.44**
5. Property #5–PT LT 13 CON 8 Osgoode Part 2, 5R11105; Osgoode, 2067 8th line RD, City of Ottawa; PIN: 043130017.  
Roll #0614.700.055.15101.0000  
According to the last returned assessment roll (2016), the assessed value of the land is \$265,000.  
**Minimum Tender Amount: \$149,274.94**
6. Property #6–LT 19, PL 775, S/T interest if any in OT54259, S/T OT56829; Ottawa/Gloucester, 2626 Hobson RD, City of Ottawa; PIN: 040710080.  
Roll #0614.116.201.69400.0000  
According to the last returned assessment roll (2016), the assessed value of the land is \$434,000.  
**Minimum Tender Amount: \$133,136.92**
7. Property #7–Lot 150, Plan 420162 Subject to Plan 438975, CR444241 Nepean, 3 Esquimault AVE, city of ottawa; PIN: 046960449  
Roll #0614.010.320.15900.0000  
According to the last returned assessment roll (2016), the assessed value of the land is \$993,000.  
**Minimum Tender Amount: \$167,535.26**
8. Property #8–PT LT 26, CON 10F, as in NS144355, 875 Richmond RD, City of Ottawa; PIN: 047510113.  
Roll #0614.094.902.08200.0000  
According to the last returned assessment roll (2016), the assessed value of the land is \$1,471,000.  
**Minimum Tender Amount: \$312,934.98**
9. Property #9–PT LTS 3 & 4, PL 538, as in NS7564, 2549 Baseline RD, City of Ottawa; PIN: 039480232.  
Roll #0614.095.503.00600.0000  
According to the last returned assessment roll (2016), the assessed value of the land is \$2,865,000.  
**Minimum Tender Amount: \$916,744.21**

**Tax Sale Has Been  
Cancelled**

10. Property #10–PT LT 21 CON 5 RF as in CR525230; except PT 2 4R274 “Description in CR525230 may not be acceptable in future” Nepean, 12 Fallview CRT, City of Ottawa; PIN: 046320103.  
Roll #0614.120.850.11700.0000  
According to the last returned assessment roll (2016), the assessed value of the land is \$32,000.  
**Minimum Tender Amount: \$19,012.32**
11. Property #11–Lot 12 on Plan 30, West Side of Bay Street, save and except part 2 on plan 4R-27164, 566 Bay ST, City of Ottawa; PIN: 041220626.  
Roll #0614.120.850.11700.0000  
According to the last returned assessment roll (2016), the assessed value of the land is \$747,000.  
**Minimum Tender Amount: \$454,049.88**
12. Property #12–PT LT 3 CON 4 Osgoode as in OS23683; S/T OS17694, OS19657 Osgoode, stagecoach RD, City of Ottawa; PIN: 043190644.  
Roll #0614.700.040.05400.0000  
According to the last returned assessment roll (2016), the assessed value of the land is \$461,000.  
**Minimum Tender Amount: \$153,204.89**
13. Property #13–PT LT 14 CON 4 FitzRoy as in N552486; West Carleton, 4188 Highway 17, City of Ottawa; PIN: 045550004.  
Roll #0614.422.810.15501.0000  
According to the last returned assessment roll (2016), the assessed value of the land is \$271,000.  
**Minimum Tender Amount: \$182,941.14**
14. Property #14–PT LT 20 CON 7 Osgoode as in CT140273 except PT 1 4R2840; Osgoode; subject to execution 98-000235, if enforceable, Victoria ST, City of Ottawa; PIN: 043140309.  
Roll #0614.700.055.12705.0000  
According to the last returned assessment roll (2016), the assessed value of the land is \$85,000.  
**Minimum Tender Amount: \$28,263.08**
15. Property #15–Lot 160, Plan 467421 subject to CR498448 Nepean, 29 Barnes CRES, City of Ottawa; PIN: 046940315.  
Roll #0614.120.725.14300.0000  
According to the last returned assessment roll (2016), the assessed value of the land is \$549,000.  
**Minimum Tender Amount: \$170,311.57**
16. Property #16–PT LTS 7 & 8, PL 4M-91, as more particularly described in PIN 04236-0223, 0 Lenore PL, City of Ottawa; PIN: 042360223.  
Roll #0614.900.101.40250.0000  
According to the last returned assessment roll (2016), the assessed value of the land is \$135,000.  
**Minimum Tender Amount: \$53,695.44**

Tenders must be submitted in the prescribed form and must be accompanied by a **deposit of at least 20 per cent of the tender amount**, which deposit shall be made by way of a money order or a bank draft or certified cheque by a bank or trust corporation or Province of Ontario Savings Office payable to the City of Ottawa.

The municipality makes no representation regarding the title to or any other matters, including environmental concerns, relating to the land(s) to be sold. Responsibility for ascertaining these matters rests with the potential purchasers.

This sale is governed by the *Municipal Act, 2001* and the Municipal Tax Sale Rules made under that Act. The successful purchaser will be required to pay the amount tendered plus accumulated taxes, penalties, and interest, HST if applicable, and the relevant land transfer tax within fourteen (14) calendar days of being notified that he/she is the successful purchaser.

The municipality does not provide an opportunity for potential purchasers to view properties. The municipality has no obligation to provide vacant possession to the successful purchaser.

For further information regarding this sale or to book an appointment, contact:

Tax Collections Specialist  
City of Ottawa,  
100 Constellation Drive,  
4<sup>th</sup> Floor East,  
Nepean ON K2G 6J8.  
[613-580-2740](tel:613-580-2740)  
[www.Ottawa.ca](http://www.Ottawa.ca)

**Form 7**  
*Municipal Act, 2001*  
**TENDER TO PURCHASE**  
**THE CITY OF OTTAWA**

**To:** Name: **Treasurer**  
 Address: **100 Constellation Drive**  
**4<sup>th</sup> Floor East**  
**Ottawa ON K2G 6J8**  
 Telephone: **613-580-2740**

**Re:** Sale of:

1. I/we hereby tender to purchase the land described above for the amount of \$ \_\_\_\_\_  
 ( \_\_\_\_\_ dollars)  
 in accordance with the terms and conditions of the *Municipal Act, 2001* and the Municipal Tax Sales Rules.
2. I/we understand that this tender must be received by the treasurer's office not later than **3:00 p.m.** local time on **February 25, 2025**, and that in the event of this tender being accepted, I/we shall be notified of its acceptance.
3. I/we enclose a deposit in the form of a certified cheque/bank draft/money order for the sum of \$ \_\_\_\_\_  
 ( \_\_\_\_\_ dollars)

in favour of **The City of Ottawa** representing 20 per cent or more of the tendered amount which will be forfeited if I/we are the successful tenderer(s) and I/we do not pay the balance of the tendered amount, any taxes that may be applicable, such as a land transfer tax and HST and any accumulated taxes within 14 days of the mailing of the notice by the treasurer notifying me/us that I/we are the highest tenderer.

This tender is submitted pursuant to the *Municipal Act, 2001* and the Municipal Tax Sales Rules.

Dated at \_\_\_\_\_, this \_\_\_\_\_ day of \_\_\_\_\_, 2025.

Name of Tenderer	Name of Tenderer
Address of Tenderer	Address of Tenderer
Email &/or Phone Number of Tenderer (optional)	Email &/or Phone Number of Tenderer (optional)

**Pursuant to subrule 6(2) of the Municipal Tax Sales Rules, this tender shall relate to only one parcel of land.**

Personal Information contained on this form, collected pursuant to the *Municipal Act, 2001* and Regulations thereunder, will be used for the purposes of that Act. Inquiries should be directed to the Freedom of Information and Privacy Coordinator at the organization responsible for the procedures under that Act.



**Tax Sale For:**

**PIN:** \_\_\_\_\_

**Roll No:** \_\_\_\_\_

**Date and time received by  
The City of Ottawa**

To: **Attention: Treasurer**

**100 Constellation Drive  
4<sup>th</sup> Floor East  
Ottawa ON K2G 6J8**

*Tape, glue or staple this form to outside of the sealed envelope containing your bid*



## Instructions for Submitting a Tender

Tenders must be prepared and submitted in accordance with the *Municipal Tax Sales Rules*

1. **Determine your tender amount:** Your tender must be equal to the Minimum Tender Amount advertised or more. The successful tenderer will be required to pay Land Transfer Tax, any applicable HST, and accumulated taxes, which are any further taxes, interests or penalties that have accumulated since the first day of advertising.
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**If all boxes are checked, you are ready to send in your tender!**