



DEVELOPING SPACES  
FOR BUSINESS TO GROW

## NOTICE TO TENANTS

### PROPERTY TAX

- All tenants in possession of a leasing arrangement inclusive of a Letter of Offer must comply with the Ministry of Finance **22<sup>nd</sup> May, 2017** deadline to submit a completed Valuation Return Form – A copy of which can be obtained from the Ministry's website by clicking [here](#).
- Tenants are advised to provide the requested copies of documents as per the Valuation Return Form. The required documents for industrial properties are as follows:
  - Previous Land & Building Tax Receipt.
  - Deed / Real Property Ordinance Certificate of Title (applicable to 30, 45, 60 and 99 year land leases) Land Survey Plan or Land Area (cadastral survey)
  - Site Plan (the building(s) in relation to the property boundaries, inclusive of setbacks)
  - Building Plan (layout plan of the building)
  - Rent/Lease Agreement (in the absence of a registered lease document your Letter of Offer or Agreement to Lease should be submitted)
  - Completion Certificate
  - Town & Country Planning Approval (Status of Land).
  - Town & Country Planning Approved Use (Change of Use)

- Photograph of Property.
  - Sketch of Building.
  - WASA Bill (no more than 3 months old)
  - T&TEC Bill (no more than 3 months old)
  - OSHA certificate
  - Letter from Designs Engineering Branch of Ministry of Works and Transport
  - Certificate of Incorporation
  - Certificate of Continuance
  - Annual Return of A Company For Profit Incorporated, Continued or Amalgamated Under The Companies Act 1995
  - Plant and Machinery Listing and Value
  - Any Other Supporting Documents
- It is important for tenants to supply a copy of their leasehold agreement with e Teck as well as a copy of their last Land & Building Tax receipt circa 2009.
  - Tenants with multiple leases must complete a separate Valuation Return Form for each leasehold property.
  - Click [here](#) for **Q&A on Property Tax** from the Ministry of Finance.

**For further information, please contact the following:**

- ✓ e Teck's Lease Administration Department at **1(868) 224-1989**
- ✓ Tenants' Hotline at **1 (868) 224-1970**
- ✓ **Property Officers:**
  - Camille Richards– 499-2792
  - Neil Willis – 489-0022
  - Celeste Tobias Ryan-Turpin – 716-1923
  - Priya Goolcharan - 336-9081