

## Tender Submission Requirements & Checklist

➤ A Tender, the deposit and the envelope containing your Tender must be submitted in exact accordance with the *Municipal Act, 2001* and the Municipal Tax Sales Rules.

➤ In order to submit a Tender **that will not be rejected**, please follow the step-by-step directions below for each category in order to ensure that your Tender meets these requirements:

### Your Tender must:

- Be in **Form 7 – Tender to Purchase** as per O. Reg. 181/03, Form 7
- Be typewritten or legibly handwritten in ink
- Relate to **only one** parcel of land  
(If you want to bid on 5 properties, you need to submit 5 separate Tenders and 5 separate Deposits in 5 separate envelopes)
- Be addressed to the Treasurer or designate
- Be equal to or greater than the Minimum Tender Amount as shown in the advertisement
- Not include any term or condition not provided for in the Municipal Tax Sale Rules
- Be accompanied by a Deposit of at least 20% of the amount you Tender

### Your Deposit must:

- Be at least 20% of the amount you Tender calculated to 3 decimal points  
(If you Tender \$10,000.01 20% of that amount rounded to 3 decimal points is \$2,000.002, so your Deposit would need to be \$2,000.01) (*Carrocci v. The Corporation of the Township of McDougall, [2004]*)
- Be made by way of money order or by way of 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*.

➤ Where two or more Tenders are equal, the Tender that was received by the Municipality earlier shall be deemed to be the Higher Tenderer

➤ If you are ascertained as the Higher Tenderer or the Lower (Second Highest) Tenderer, you will have 14 calendar days of the date the Municipality sends you Notice of this to pay the balance of the Tender owing, applicable land transfer tax, accumulated taxes, and HST and NRST (if applicable) **or your Deposit will be forfeited to the Municipality and the property will be either offered to the Lower (Second Highest) Tenderer or may vest to the Municipality**

### Your Envelope must:

- Be completely sealed
- Indicate on it that it is for a Tax Sale
- Include a short description or municipal address of the land on it sufficient to permit the Treasurer to identify the parcel of land to which the Tender relates
- Relate to **only one** parcel of land

#### Submitting your Tender

- Your Tender can be delivered in person, or sent by courier or by mail
- It must be received by the Municipality before 3:00 p.m. of the date of the Tax Sale

#### Withdrawing your Tender

- The Municipality must receive your written request to withdraw your Tender before 3:00 p.m. local time on the date of the Tax Sale
- Your Tender will be opened at the same time as all other Tenders

#### Cancelling a Tax Sale

- A Municipality can cancel a Tax Sale **at any time** before a Tax Deed or Notice of Vesting is registered (*Cunningham v. Front of Yonge (Township) (2003)*)

**If you DO NOT meet the exact requirements as set out above, YOUR TENDER WILL BE REJECTED!**

**FORM 7**  
**TENDER TO PURCHASE**

*Municipal Act, 2001*

**The Corporation of the Municipality of Greenstone**

<b>TO: NAME:</b>	<b>Darcy Chapman</b> <b>Director of Corporate Services/Treasurer</b>
<b>ADDRESS:</b>	<b>PO Box 70, 1800 Main Street</b> <b>Geraldton, ON P0T 1M0</b>
<b>TELEPHONE:</b>	<b>(807) 854-1100 ext. 3001</b>

**Re:** SALE OF: (Description of Land)

<b>ROLL NO. 5876 710 00200300.0000, 164 Kenogami Road, Longlac, ON P0T 2A0</b> <b>PIN 62394-1099 (LT) PCL 10715 SEC TBF; LT 3 PL M170 DALEY; MUNICIPALITY OF GREENSTONE</b>
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1. I/we hereby tender to purchase the land described above for the amount of \$.....  
(.....) 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 September 24, 2024, 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 Corporation of the Municipality of Greenstone representing 20 percent 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 successful tenderer.

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

Dated at ..... this ..... day of ....., 2024.

<b>Name of Tenderer</b>	<b>Name of Tenderer</b>
<b>Address of Tenderer</b>	<b>Address of Tenderer</b>
<b>Phone No. of Tenderer</b>	<b>Phone No. of Tenderer</b>
<b>Alternate Contact Information</b>	<b>Alternate Contact Information</b>
(Insert an additional contact number or email address at which you can be reached)	(Insert an additional contact number or email address at which you can be reached)

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

# TAX SALE

## SEALED TENDER

**TO:** Darcy Chapman  
Director of Corporate Services/Treasurer  
Municipality of Greenstone  
PO Box 70, 1800 Main Street  
Geraldton, Ontario POT 1M0

Tender Received	Important Municipal Notice:
Date: _____ Time: _____ (Municipal Use Only)	<b>This Envelope Must...</b> Be Date and Time Marked when Received Be Completely Sealed when Received <b>NOT</b> be Accepted after: <b>3pm on Sept 26, 2024</b>
<div data-bbox="321 1371 1302 1612" style="border: 1px solid black; border-radius: 15px; padding: 10px; margin: 10px auto; width: 80%;"><p>164 Kenogami Rd, Longlac, ON POT 2A0 Roll No. 5876 710 00200300.0000  PIN 62394-0199 (LT) PCL 10715 SEC TBF; LT 3 PL M170 DALEY; MUNICIPALITY OF GREENSTONE</p></div> <p>Please provide above, the legal description or municipal address of the land sufficient to permit the treasurer to identify the parcel of land to which this tender relates.</p>	

**SALE OF LAND BY PUBLIC TENDER**



The Municipality makes NO warranties regarding the accuracy of the displayed map. This information is provided as a courtesy ONLY and may not be a current and accurate representation of the property at this time. The property boundary lines may not be displayed correctly, may be skewed and may not be exact. Displayed imagery does not constitute an official plan of survey. Legal survey of the land is the sole responsibility of the potential purchaser.