

RM of Usborne No. 310 Tax Notice Delivery Policy

TAX NOTICES

The office keeps ownership records that match those of ISC and SAMA. Tax notices are delivered to the title owner only, unless otherwise stated **in writing, by the title owner**. Tax notices are not delivered to renters, leaseholders, or otherwise unless something is on file with the RM office.

Tax notices are delivered by postal mail only. Tax notices are not hand delivered, emailed, faxed, or otherwise. It is solely the responsibility of the title owner to notify the office of any contact information changes, including mailing addresses.

Payment schedules and agreements are to be tracked and administered by ratepayers/partnerships/landowners only – this responsibility does not fall on the RM of Usborne No. 310

REMINDERS

If taxes remain unpaid close to, or at, year-end: phone calls are NOT made by the office to remind or notify the ratepayer. As with unpaid invoices or water bills, reminders are issued to all unpaid landowners by postal mail prior to year-end. These are in addition to the reminders sent by the municipality's auditor.

If taxes/invoices remain unpaid into the new year, phone calls are not made by the office and no further reminders are sent. In these cases, the responsibility once again does not fall on the RM of Usborne No. 310.