

## Tax Department

- Prepay your property taxes, receive a discount, and avoid any potential late payment charges by enrolling in the City's convenient **TAX INSTALMENT PRE-PAYMENT PLAN (TIPP)**. For more information or to obtain the TIPP application form please visit our website at [lethbridge.ca/tipp](http://lethbridge.ca/tipp) or come into City Hall.
- In the event you are selling, then buying another home within the city and you **PAY PROPERTY TAXES ONLINE** you must change the tax account number (roll number) with your financial institution to ensure payment is applied to the correct property.
- Is this a **BRAND NEW HOME?** Ensure your lawyer has contacted the Assessment and Tax department to obtain an estimate of taxes to be levied in the near future. Levies may include supplementary taxes which are billed in October.
- In the event your mortgage payment includes property taxes, **PRINCIPLE, INTEREST AND TAX (PIT)**, ensure your mortgage company is collecting enough from you to cover the upcoming years taxes and any supplementary bills if applicable.
- Purchasing a **MANUFACTURED HOME?** Bring a copy of the bill of sale to the Tax Department and we will update our records, change the ownership information, and verify the serial number of your home.
- Do you need to **UPDATE YOUR MAILING ADDRESS?** If you own other properties and the home you are buying will be the new mailing address for those properties, complete an address change for all affected properties. Mailing address changes must be made in writing with the Province of Alberta Land Titles Office using this form: [servicealberta.gov.ab.ca/pdf/ltmanual/CHANGE\\_OF\\_ADDRESS.pdf](http://servicealberta.gov.ab.ca/pdf/ltmanual/CHANGE_OF_ADDRESS.pdf)

## Utility Department

- **APPLY FOR WATER, SEWER, GARBAGE AND ELECTRICITY** call 311 or 403-320-3111 (outside Lethbridge). Electricity is available from the City of Lethbridge. Electric customers can also choose any retailer listed at [ucahelps.alberta.ca](http://ucahelps.alberta.ca) or by calling UCA at 403-310-4822.
- **IN THE EVENT YOU REQUIRE A GARBAGE BIN** for your newly constructed home, you can request one to be delivered to your home through the Public Operations Department at 311 or 403-320-3111 (outside Lethbridge). Your Utility Account number is required.
- **UPDATE YOUR MAILING ADDRESS** for all your utilities accounts with the City of Lethbridge by calling 311 or 403-320-3111 (outside Lethbridge).

## Development Services

- It is recommended the Buyer obtain from the Seller a **REAL PROPERTY REPORT (RPR)** and **LETTER OF COMPLIANCE** indicating the house and all structures meet the requirements of the Land Use Bylaw. Contact 311 or email [developmentservices@lethbridge.ca](mailto:developmentservices@lethbridge.ca) if you have any further questions.
- Contact Development Services at 403-320-3920 to ensure any decks, sheds, garages, **ALTERATIONS OR RENOVATIONS COMPLETED** on the property have been **done safely and with the correct permits** to avoid complications with current and future renovations.

**Disclaimer: This may not be inclusive of all that is necessary to be changed.**

## Building Inspection Services

- It is recommended that the Buyer or their representative perform a **FILE SEARCH** with the City of Lethbridge to verify all construction on the property has been properly permitted & inspected, and all inspections are passed and permits closed. Contact 403-320-3920 or email [permits@lethbridge.ca](mailto:permits@lethbridge.ca) if you have any further questions.

## Other Recommended Actions

- **APPLY FOR NATURAL GAS SERVICES** with one of the private sector providers.
- If you own a dog and are new to the city, purchase a **DOG LICENSE** from Regulatory Services on the main floor of City Hall or the Lethbridge Animal Shelter at 2405 41 St N. If you have moved within the city, update your address with Regulatory Services at 311 or 403-320-3111 (outside Lethbridge)
- Arrange for **PROPERTY INSURANCE**.
- Update your **PERSONAL IDENTIFICATION**.
- Set up the **MAIL FORWARDING** service and register your new address with Canada Post.



**MyCity** is a secure online service offered by the City of Lethbridge that allows home owners and businesses to access information about their City of Lethbridge accounts (Business licensing, Dog licensing, Property Assessment & Taxation Information).

[lethbridge.ca/mycity](http://lethbridge.ca/mycity)



## Contact Information

### Assessment and Taxation

**Email:** [tax@lethbridge.ca](mailto:tax@lethbridge.ca)

[assessment@lethbridge.ca](mailto:assessment@lethbridge.ca)

**Phone:** 311 or 403-320-3111 (if  
outside Lethbridge)

**Address:** City Hall, First Floor  
910 4 Ave S  
Lethbridge AB T1J 0P6

**Website:** [lethbridge.ca/taxes](http://lethbridge.ca/taxes)

[gis.lethbridge.ca/propertyinfo](http://gis.lethbridge.ca/propertyinfo)

**Please note:** Property Taxes are due on the last business day of June each year and cover the calendar year from Jan 1<sup>st</sup> to Dec 31<sup>st</sup>.

December 10, 2021



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# CHECKLIST

FOR RESIDENTS

# BUYING

A HOUSE OR

MANUFACTURED HOME

WITHIN THE

CITY OF LETHBRIDGE

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