

## Tax Department

- Are you signed up for the **TAX INSTALMENT PRE-PAYMENT PLAN (TIPP)** on the home you are selling? It is your responsibility to cancel the plan by submitting a TIPP Cancellation form. Cancellation forms can be found on our website at [lethbridge.ca/tipp](http://lethbridge.ca/tipp) or at City Hall. **TIPP does not transfer to your new property.** A new TIPP application is required if you purchase another property within the City.
- If you make **PROPERTY TAX PAYMENTS ONLINE** and are purchasing another home within Lethbridge, you must change the tax account number (Roll Number) with your financial institution to ensure payment is applied to the correct property.
- Selling a **MANUFACTURED HOME?** Bring a copy of the bill of sale to the Tax Department and we will update our records, change the owner information, and remove yourself as the responsible person for tax payments.
- Do you need to **UPDATE YOUR MAILING ADDRESS?** If you own other properties and the home you are selling was the mailing address for those properties, request an address change for all affected properties by contacting **Alberta Land Titles Office** toll free at 310-0000 then ask for 403-297-6511. This process will also update Assessment and Taxation records.

## Building Inspection Services

- Ensure all inspections are completed and permits are closed for any **CONSTRUCTION OR RENOVATION PROJECTS.** Contact 403-320-3920 or email [permits@lethbridge.ca](mailto:permits@lethbridge.ca) if you have any further questions.

## Utility Department

- **CANCEL YOUR WATER, SEWER, GARBAGE AND ELECTIRCITY SERVICES** (if applicable) at 311 or 403-320-3111 (outside Lethbridge) prior to vacating your home.
- **SUPPLY A FORWARDING ADDRESS** to have remaining utility bills mailed to.
- If you own other properties and the home you are selling was the mailing address for those properties. **REQUEST AN ADDRESS CHANGE FOR ALL AFFECTED UTILITY ACCOUNTS** call 311 or 403-320-3111 (outside Lethbridge).
- If you are purchasing or moving into another property in Lethbridge you will need to **SET UP UTILITIES** for this property with the City of Lethbridge. **Each property has its own account number.**

## Development Services

**OBTAIN A REAL PROPERTY REPORT (RPR)** from an Alberta Land Surveyor indicating the location of the house, fences, decks, and other structures from the property lines. Application for a Letter of Compliance is then made with the City of Lethbridge where the RPR is reviewed to ensure the locations of all structures meet the requirements of the Land Use Bylaw. Contact 311 or email [developmentser-vices@lethbridge.ca](mailto:developmentser-vices@lethbridge.ca) if you have any further questions

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

## Other Recommended Actions

- Cancel your **PROPERTY INSURANCE.**
- Update your **PERSONAL INDENTIFICATION.**
- If you own a **DOG** and are purchasing another home or will continue to live in Lethbridge, **update your address** with Regulatory Services at 311 or 403-320-3111 (outside Lethbridge)
- Set up **MAIL FORWARD** with Canada Post.



A secure online service that allows home owners and businesses to access information 24 hours a day, 7 days a week about their City of Lethbridge accounts (Business, Dog, Tax), monitor the status of Permits and Applications, and schedule inspections. My City is easy to use and all information is protected by private access codes.

[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

# SELLING

A HOUSE OR

MANUFACTURED HOME

WITHIN THE

CITY OF LETHBRIDGE

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