

# Tax Arrears Payment Plan (TAPP)



## What you need to do?

- Contact us at [tax@lethbridge.ca](mailto:tax@lethbridge.ca) or call 311 or 403-320-3111 (if outside of Lethbridge)

## What we will do?

- Calculate payment options for you.

## To sign up:

- Documents must be signed and we require a void cheque or a PAD form.
- Automatic withdrawals on the first of each month.

## When you successfully complete TAPP:

- Your penalties will be reduced (12% to 6%);
- You will avoid Tax Auction;
- We will transition you into our TIPP program to continue paying your taxes on a monthly basis. This will ensure your current year taxes are always paid.

ASSESSMENT  
&  
TAXATION  
City of Lethbridge  
910 – 4 Ave S,  
Lethbridge, AB  
T1J 0P6

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

**TAX  
RECOVERY**

Information  
Brochure

## PROPERTY TAX NOTIFICATION PROCESS

**November:** Property owners with tax arrears owing more than 1 year are advised of the amount due (the arrears and interest plus delinquent if applicable) and that a tax recovery notification will be filed with Land Titles Registrar office by January 15 of the next year. (MGA 412)

**January 15:** A list of properties with tax arrears is sent to Land Titles Registrar for tax notification. (MGA 413) A copy of properties with tax arrears is posted. Once a tax recovery notification is on a property, no improvements can be removed without municipal consent. (MGA 414)

**April/May:** Costs incurred to register the tax recovery notification are added to the property owners tax account. (MGA 413(3). If tax arrears, penalties and costs are paid in full (any time prior to public auction) tax recovery notification is removed. Payment arrangements can be made with the City Assessor to avoid Tax Auction. (MGA 415)

**August 1 (no later than):** The registrar must, in respect of each parcel of land shown on the tax arrears list, send a notice to the owner of the parcel of land, any person who has an interest in the parcel that is evidenced by a caveat registered by the Registrar, and each encumbrance shown on the certificate of title for the parcel. (MGA 417)

The municipality may enter into an agreement (TAPP) with the owner of a parcel of land shown on its tax arrears list providing for the payment of the tax arrears. (MGA 418(4))

## PROPERTY TAX AUCTION PROCESS

Appraisals are completed in order to set reserve bids on parcels with tax recovery notifications.

**January:** Council resolution to set Tax Auction reserve bids, conditions of sale, and auction date (held yearly, in April) (MGA 419)

**February/March:** The municipality must advertise the public auction in the Alberta Gazette (not less than 40 days and no more than 90 days before the date of public auction). Letters including a copy of the advertisement are sent to the owner of the parcel, and each person/organization who has an interest in the parcel. (MGA 421(1)(a))

**March/April:** The municipality must advertise the public auction in one issue of the local newspaper (not less than 10 days and not more than 20 days before the date of the public auction). A copy of the advertisement published in the local paper is sent to the owner of the parcel. (MGA 421(1)(b))

**Public Auction:** The municipality must offer for sale at a public auction any parcel of land if the tax arrears are not paid. (MGA 418(1))

**Auction Day:** If tax arrears are paid in full, the appropriate notice must be posted stating the auction is cancelled. (MGA 422(3))

## PROPERTY TAX AUCTION PROCESS continued

**Sale of a Parcel:** At a public auction, if conditions of sale are met, the appropriate form will be submitted to the Land Titles Office for the transfer of ownership to the new owner.

**Unsold Parcel:** The municipality may take title to the property by forwarding the request to Land Titles Office. (MGA 424). If a municipality acquires titles, it may sell the property at a price as close as reasonably possible to market value, acquire fee simple title or grant a lease, license or permit. (MGA 425)

**Separate account for sale proceeds:** Proceeds remaining from the sale are deposited into a separate non-interest bearing account. (MGA 427(1))

**Surplus sale proceeds:** A person may apply to the Court of Queen's Bench for an order declaring that the person is entitled to part of the money. (MGA 428(1))

**After 10 Years:** The City may make use of the surplus funds for any purpose. (MGA 428.1)

**After 15 Years:** The municipality may request a title in the name of the municipality on the expiry of 15 years following the date of the public auction. (MGA 428.2)