



# Vacant Unit Tax Annual Declaration Reminder

Declarations must be submitted by **March 20, 2025**. A \$250 late fee will be applied to declarations submitted after the deadline.

## How to declare?



**My ServiceOttawa** is the best way to complete your declaration. Save time by accessing your roll number or access code, check your property's status, receive updates, and print confirmations.  
Online at [www.ottawa.ca/vut](http://www.ottawa.ca/vut)

## What's new in 2025

### Results

See how the Vacant Unit Tax is working. The annual report on first year results is now published online at [ottawa.ca/vut](http://ottawa.ca/vut).

### Exemptions

New and updated exemptions are now available. To find out more about exemption eligibility, visit [ottawa.ca/vut](http://ottawa.ca/vut).

#### New exemptions

Rural property	A property identified as residential, located in a rural zone on a parcel of at least three acres, not capable of being used for housing
Hazardous property	A property uninhabitable due to hazardous conditions or substantial damage from a disaster outside the owner's control
Secondary residence for medical reasons	A secondary property periodically occupied, used when receiving or supporting medical treatment, where the unit is required to support such treatment

#### Updated exemption

##### Construction/renovation

Now includes a one-time exemption available for properties undergoing renovations without building permits which prevented occupancy, where the unit has returned to occupancy within 12 months of the property becoming vacant

#### New dashboard on My ServiceOttawa!

View up to five years of declarations, resubmit your declaration, print or save your declaration, and submit documents for your audit or appeal.

#### Late appeal

Property owners who miss the standard deadlines to submit an appeal have the opportunity to request a late appeal. Late appeal requests incur a processing fee of \$500. This fee is charged regardless of the outcome of the appeal. Owners are required to complete a late appeal request form.

#### Graduated tax rate

Properties that are vacant for consecutive years will be charged an increased VUT rate after the first year. For each additional consecutive year, the rate goes up one per cent, to a maximum of five per cent.

## Accessible options:



Call **613-580-2444** and select **option 3** where an agent will help complete your declaration over the phone.



Call **613-580-2400** to contact the City using **Canada Video Relay Service**.



**Hours of operation:** Monday to Friday, 8 am to 4:30 pm.



Visit any **Client Service Centre** to receive assistance in completing your declaration form.



Visit [ottawa.ca/csc](http://ottawa.ca/csc) for locations and hours.