

Quick guide to complete your online VUT declaration



Two ways to submit your declaration:

1. Log into your **My ServiceOttawa** account and view your property tax account.
2. Visit ottawa.ca/vut and click **Submit Declaration**.

Step 1 Property Search

Enter your **Roll Number** and **Access Code** – located on your Vacant Unit Tax notice or at the top of your property tax bill.

Step 2 Contact information

Indicate if you are filing as the actual property owner, on behalf of a property owner, or on behalf of a corporation.

Insert your **name**, **phone number**, and **email**.

Step 3 Occupancy Details

Answer questions about your property's occupancy status and select how it was occupied.

- **Owner's principal residence:** Where you live, pay bills, and receive mail. You can leave for extended periods. For example, work, holiday and winter snowbirds. You can only have one principal residence
- **Tenanted, used by a permitted occupant, or a combination of occupancy types** (for at least 184 days during the previous year)
- **None of the above**

If your property is your **principal address** or was **purchased in the previous year**, you go straight to the summary page.

If **tenanted, used by a permitted occupant or a combination of occupancy types** is selected you will need to provide:

- Occupancy type (tenant, permitted occupant, or principal resident)
- Start and end date of occupancy

The form allows you to identify up to three occupancies in a single year. For example, if there were more than one tenants during the year.

If **None of the above** is selected, you will need to provide the reason for vacancy. Depending on the reason, the property may be exempt. The following reasons are available to select:

- Property Sold – Date of closing
- Death of Owner – Date of death
- Construction – Permit Number and description of the project
- Owner in Care
- Court Order – Court order number
- Cottage Rental – Short term permit number, Nights occupied, Revenue collected
- Construction and Tenancy – Permit number, Description, Lease start and Lease end
- Newly constructed unit that was listed for sale
- None of the above – No additional information collected

Step 4 Summary Page

Review your information before hitting the submit button.

Step 5 Confirmation Page

You will receive a confirmation email based on the email you provided in step two. A confirmation number will be displayed on the page for your reference.