

North Cedar Improvement District

2100 Yellow Point Rd, PO Box 210

Cedar, BC V9X 1W1

Phone (250) 722-3711 • Fax (250) 722-3252 • Email: info@ncid.bc.ca

SUBJECT: CERTIFICATE OF PARCEL TAX & WATER TOLLS

The fee for each certificate issued is \$25.00. Telephone, fax, and email requests are only handled for those firms maintaining a Holding Account with the District. All other requests must be made in writing accompanied by the \$25.00 fee. This fee can be forwarded after the search is done.

Should your firm wish to maintain a Holding Account with the District, please forward your cheque, payable to the North Cedar Improvement District, to the above address.

When forwarding funds to be placed in your Holding Account, please ensure that you advise our office of the names of those authorized to incur charges against your account.

When making telephone requests for account balances from this office please have the following information available to ensure the speedy processing of certificates:

1. Legal description of property
2. Street address of property
3. Folio number (if available)
4. Name of registered owner
5. Name and current mailing address of purchaser
6. Possession date
7. Name and address of your firm

A blank Property Transfer/Account Information form is attached for your convenience. Please make copies as needed.

If there are outstanding water tolls and/or parcel tax indicated on the certificate issued, please note the proper tolls and tax account number along with payment to ensure accurate posting of payment to accounts.

The current mailing address for the purchaser of the property is requested as the District will send an information bulletin and application for water service to all new property owners in the District and your assistance in supplying this information to us is appreciated.