

# Municipality of Chatham-Kent Checklist

## Submitting a valid tender

To ensure your tender is not rejected you must meet specific requirements that have been set out pursuant to the Municipal Act, 2001.

Follow this simple checklist to avoid having your tender rejected.

Yes	No	Submitting a valid tender – Municipal Act, 2001 Requirements
		The envelope is completely sealed
		The envelope specifies that it is for a tax sale
		A legible and clear description of the property or municipal address is visible on the envelope
		The envelope is addressed the Treasurer (Please see sample envelope below chart)  <u>Please Note:</u> Tender Envelope must be addressed to the person who hold the position of Treasurer, or Deputy Treasurer under Section 286 (2) of the Municipal Act, 2001, even if their Title is different. Form 7 – Tender to Purchase may be addressed to the Contact Person listed in the Advertisement.
		Tender is submitted in Form 7
		The Form 7 is legibly written in ink or typewritten
		The Form 7 deals with <u>only one</u> single property
		The tender includes only the terms and conditions as provided for in the Municipal Tax Sales Rules
		Deposit is at least 20% of the amount you tender  <u>Note:</u> You must calculate your deposit to 3 decimal points – therefore if you tender \$10,000.01, 20% would be \$2,000.002, therefore your deposit would need to be at least \$2000.01 because \$2,000.00 would be less than the 20% required and your tender will be rejected.
		Deposit is made by way of money order or by a certified cheque or bank draft provided by a bank or trust corporation.

If you answered “No” to any of the above questions your tender will be REJECTED!

Your Name  
 Your Mailing Street Address  
 Your Town and Province  
 Your Postal Code

Municipality of Chatham-Kent  
 c/o Deputy Treasurer, Matthew Torrance  
 TAX SALE  
 P.O. Box 640  
 315 King Street West  
 Chatham ON, N7M 5K8

Roll # 3650 XXX XXXX XXXXX or Description of Property