



Understanding the Vacant Unit Tax

Starting in January 2023, all residential property owners must complete an online declaration indicating the occupancy of their property in the previous year.

Important Information:

- Declarations should be submitted between January and March 16, 2023.
- Declarations may be subject to audit and providing false information could result in additional fines or penalties, per by-law 2022-135. Please keep any records required to validate your declaration.

How to submit your property status declaration:

Log in to your MyServiceOttawa account and view your property tax details to submit your declaration.

You can also submit your declaration by visiting ottawa.ca/vut and following the following steps:

1. Click "Submit declaration"
2. Enter your roll number and access code (found on your most recent tax bill)
3. Enter your contact details and select your property status. You may need to enter additional information
4. Review the summary page to make sure the information is accurate.
5. Click "Submit"
6. A copy of your declaration will be sent by email

NOTE: you may give permission to someone to submit your declaration on your behalf.

Sign up for My Service Ottawa

Sign up for MyServiceOttawa to get access to your property tax account online. View your account balance, previous bills, update your mailing address and more.

Additional information you may require for declarations

Property Status in the Previous Year	Information Collected at Time of Declaration
Principal Residence – Permitted occupant	Name and contact information
Tenanted Property	Full name of tenant(s) and contact information
In Case of Sale	Date of closing
In Case of Court/ Government Order	Court order number/ reference number
In Case of Death	Date of death
Owner in Care	Name of person in care Name of facility information and contact information
Construction/ Renovation	Permit/application number Short description of project
Cottage rentals	Short term rental permit number