



PLEASE PRINT

FIN-1012

Department of Finance & Administration

BUSINESS OPERATOR'S INFORMATION
(complete all fillable areas)

Business Information

SECTION 1

Civic Address _____

Corporate Name _____

Trade Name _____

Mailing Address _____

City _____ Postal Code _____

Contact Person _____

Telephone (home) _____ (work) _____ (cell) _____

Email _____

Location Details

SECTION 2

Initial Occupancy Date (yyyy-mm-dd) _____

Area Type Office Retail Warehouse Other _____

Location of Area
 Basement 1st Floor 2nd Floor 3rd Floor ___ Floor Other _____

Square Footage _____

Rental Rate _____ per square foot _____ per month
_____ Other (Explain _____)

Section 23 (1) (a)(b) of the Assessment Act 2006 states:

23. (1) A person who (a) alters, erects, constructs, extends, enlarges or makes an addition to real property; or (b) starts or resumes a business

shall, within 30 days from the day on which the person completed altering, erecting, constructing, extending, enlarging or making an addition to real property or started or resumed a business, give written notice to the clerk setting out the address of that real property or business.

Collection of personal information via this form is authorized under the Access to Information and Protection of Privacy Act, 2015 and is needed for the purpose of processing the above application. Questions about the collection and use of the information may be directed to the Assessment Division (709)576-8929.

Please send completed form to:
Assessment Division
P. O. Box 908
St. John's, NL A1C 5M2

Return by fax:
(709) 576-8603

Return by email:
assessment@stjohns.ca

For more information contact:
Assessment Division
Call: (709) 576-8929
E-Mail: assessment@stjohns.ca