

Property Inquiry Request

Attn: Access & Privacy Office
Halifax Regional Municipality
Mailing Address:
Delivery Address / Drop Box:
Phone:
Email:

P. O. Box 1749, Halifax, NS, B3J 3A5
 Duke Tower, 5251 Duke St, 7th Floor, Halifax, NS B3J 1P3
 902-943.2148
access@halifax.ca

What is a Property Inquiry?

This type of request is to be used by entities such as law firms and mortgage companies who wish to enquire about the status of a property. This will initiate a search by municipal staff for “any and all outstanding work orders or violations of HRM regulations, By-Laws, ordinances or minimum standards” for the property or properties enquired upon. The search is conducted in up to 5 municipal departments of your choosing and we have committed to issuing a response within 7 calendar days. In accordance with By-Law U-109, Schedule 6, Property Information Inquiry User Charge, the cost of submitting a Property Inquiry request is **\$150.00** per civic address; or if there is no civic for the property, per PID.

**** Please note: we would not be able to comment on any outstanding issues with Halifax Water or Halifax Regional Police. To inquire on anything outstanding within their purview, please contact them directly.**

Details of the Property being inquired upon:

PID:	
Civic #:	
Street Name:	
Street Type:	
Community:	
Lot #:	
Unit #:	
Block:	
HCCC#:	

Office(s) you would like searched:			
	Planning & Development (Municipal Compliance)		
	Planning & Development (Building Standards)		
	Fire & Emergency Services		
	Public Works (Streets & Roads)		
	Public Works (Solid Waste Resources)		
Contact Information			
Business Name/Organization:			
First Name:		Last Name:	
Street No.:	Street Name:		Suite/Unit No.:
City/Town:		Province:	Postal Code:
Phone (Bus):		Phone (cell):	
Fax No.	Email:		
Signature:		Date (MM/DD/YYYY):	
Payment of Application Fee			
	\$150.00 cheque or money order payable to the Halifax Regional Municipality (HRM) is enclosed.		
	<p>I will make payment by cash or debit at a municipal customer service centre.</p> <p>** The locations and hours of operation can be found on our municipal website.</p> <p><i>Once your application form is received by email or fax, we will provide you with the file number assigned to your application. This number should be provided to the agent at the customer service centre when making payment. A copy of your receipt will be forwarded to the Access & Privacy Office for your file.</i></p> <p><i>Please note, submission of your application will not be considered complete until payment has been received.</i></p>		

Collection & Use Disclosure Statement

In accordance with Section 485 of the Municipal Government Act, the personal information collected on this form will only be used and/or disclosed, if necessary, for the purpose of processing this Access to Information Application. If you have any questions about the collection and use of this information, please contact HRM's Access & Privacy Office at (902) 943-2148 or privacy@halifax.ca.