



Town of Aurora  
Attention: Access Aurora  
100 John WestWay  
Box 1000  
Aurora, ON L4G 6J1  
**Phone:** 905-727-3123  
**Email:** info@aurora.ca  
**www.aurora.ca**

TOWN OF AURORA

PROPERTY INFORMATION  
REQUEST FORM

To: Access Aurora

Property Address:   
*(municipal address of property you are enquiring about – only 1 property per request)*

Property Roll Number: 

|   |   |   |   |   |   |   |  |  |  |  |  |  |  |  |  |  |
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|---|---|---|---|---|---|---|--|--|--|--|--|--|--|--|--|--|

  
*(as found on the upper left hand corner of the latest tax bill for the property)*

I am requesting information on the above property for the following matters *(check all that apply):*

- ☐ **Tax & Water Certificate (TWCERT)** \$170.00 *(provides certified status of a tax and water account)*
- ☐ **Property Compliance Letter (COMPL)** \$174.00 fee per property address  
*(includes the following information, if available or applicable):*
  - Property Description
  - Zoning Designation *(\*excludes pending Planning applications)*
  - Heritage and/or Conservation Authority Designations
  - Building Permits *(open applications and issued)*
  - Outstanding Orders to Comply or Notices of By-law Violations
  - Prior Waste Disposal or Cemetery Land Use
  - Minor Variance Application Summary
  - Subdivision Assumption Date

**Submission** by mail or in person **accompanied with applicable fee** *(see address above)*

**Fee** *(non-refundable)* by cheque payable to the “Town of Aurora”, by cash, or by debit as accompanied by completed request form *(credit card payments not accepted at this time)*

**Processing Time** within five (5) business days after the completed request form and fees are received *(unless alternative arrangements are made otherwise)*

Send requested information to:

(Name)

(Address)

(Company Name)

(Telephone)

(Fax)

(E-mail)

By: (select one)    Mail (Default) ☐    OR    Fax ☐    OR    Email ☐

**Notes:**

- **The Town will not confirm the validity or compliance status of legal and/or development agreements (site plan, subdivision, condominium, etc.), easements, or property title information**
- For copies of title documents or information, including plans of subdivision/condominium and reference plans, please contact the York Region Land Registry Office at 50 Bloomington Road West, 3<sup>rd</sup> Floor, Aurora, ON L4G 0L8 (Tel. 905-713-7798) (Fax: 905-713-7799)
- For environmental matters, please contact the Ministry of Environment (York-Durham District Office Address: 230 Westney Road South, 5<sup>th</sup> Floor, Ajax, ON L1S 7J5; Phone: 905-427-5600; Fax: 905-427-5602)
- For Freedom of Information (FOI) requests pertaining to records which may be considered under theMunicipal Freedom of Information and Protection of Privacy Act, R.S.O. 1990, c. M.56, as amended, please see a comprehensive description of FOI request procedures on the Town’s website [www.aurora.ca](http://www.aurora.ca) as well as the Access RequestForm
- To view the following information, please refer to the Town’s website at [www.aurora.ca](http://www.aurora.ca)
  - Town of Aurora Bylaws (fees and services, fencing, signage, property standards, tree removal, etc.)
  - Financial Information (tax rates, annual Town budgets, etc.)
  - Town’s Official Plan and Zoning Bylaw (including designations and definitions)
  - Comprehensive description of departmental services

FOR OFFICE USE ONLY:  
Date Received (including Fee)   

*(day/month/year)*

*(initials)*