Instructions for submitting a Tender to Purchase:

Below are the steps and instructions to be followed for completing tender and tender envelope and for submitting the tender in a Sale of Land by Public Tender. These must be followed to ensure these items are prepared and submitted in accordance with the Municipal Tax Sales Rules: Failure to comply can result in a rejection of the tender:

1. **Tender Amount**
   The minimum tender amount for a property is the amount advertised as the 'Cancellation Price' (taxes, penalties, interest, administration charges etc) at time of advertising. Your tender amount must be this amount or more. Should your tender be accepted as the successful tender, you will also be required to pay 'accumulated taxes' being any further taxes, penalties, interest, administration charges etc that have accumulated since the time of advertising along with Land Transfer Tax and any applicable HST.

2. **Tender to Purchase Form (Form 7)**
   All tenders must be on Tender to Purchase Form (Form 7).
   a. There is a Tender to Purchase (Form 7) in your tender package or one may be obtained at the website of the Government of Ontario Central Forms Repository under the listing for the Ministry of Municipal Affairs.

   b. All information is required to be typewritten or legibly handwritten in ink.

   c. Information must be accurately completed and provided in full.

3. **Deposit (Must be at least 20% of your tender)**
   a. Your tender must be accompanied by a deposit of at least 20 per cent (20%) of your tender amount.

   b. The deposit needs to be rounded to the 'higher cent' where applicable. (For example: if your tender is $10,000.01 then 20% of $10,000.01 equals $2,000.002 and you must round up, so the deposit will be at least $2,000.01).

   c. Deposit shall be made by way of money order/bank draft/certified cheque by a bank or authorized foreign bank within the meaning of section 2 of the *Bank of Act (Canada)*, a trust corporation registered under the *Loan and Trust Corporations Act* or credit union within the meaning of the *Credit Unions and Caisses Populaires Act, 1994*.

   d. The deposit must be made payable to **City of Greater Sudbury.**

   e. **IMPORTANT –** if you receive notification that your tender has been accepted, you must pay the full amount owing (as provided) within 14 days of the notice. **If payment in full is not received as required, for any reason, your deposit will be forfeited to the Municipality.**

4. **Tender Envelope**
   The tender and deposit must be submitted in a sealed envelope, addressed to the treasurer. You must note on the face of the envelope:
   a) it is for a Sale of Land by Public Tender,
   b) set out a short description or municipal address of the land sufficient to permit the treasurer to identify the parcel of land to which the tender relates.

   You may wish to use the envelope label provided in the tender package and affix it to your envelope.

5. **Only One Parcel Per Tender to Purchase (Form 7)**
Each tender shall relate to only one parcel of land. If you are submitting a tender(s) for more than one property, you must submit a separate Tender to Purchase (Form 7), each with its own separate deposit and in its own envelope for each property.

6. **Terms and Conditions**
No additional terms or conditions that are not provided for in the Municipal Sales Tax Rules will be accepted. If your Tender to Purchase (Form 7) includes any additional terms or conditions, it will be rejected.

7. **Submitting a Tender(s)**
    a. Tenders must be received no later than 3:00 p.m. local time (closing time) on Tuesday, November 3, 2026 (closing date):
        - In person at: City of Greater Sudbury One-Stop Services, 1st Floor, Tom Davies Square, 200 Brady Street, Sudbury, Ontario P3E 3L9
        - By courier at: City of Greater Sudbury, Revenue Services - Tax Department, 2nd Floor, Tom Davies Square, 200 Brady Street, Sudbury, Ontario P3E 3L9
        - By mail at: City of Greater Sudbury, Revenue Services - Tax Department, PO Box 5555, Stn A, Sudbury, Ontario P3A 4S2

    b. Closing time will be determined in accordance with the clock on the computer at the One-Stop Services counter.

    c. Tenders may be submitted in person, by courier or by mail. Tenderers are solely responsible for the actual delivery of their tender. The tender must be received by the treasurer on or before the closing time on the closing date or it will be rejected. The treasurer will consider only the time of delivery to the Revenue Services - Tax Department and will not consider the day and time of delivery of the tender to a courier, delivery service or Canada Post, etc. or whether it was delivered to the Municipality prior to the closing time, if it is not actually in the possession of the treasurer at the closing time.

        Note: If sent by mail or the mailing address includes a Post Office Box, there is no guarantee the Municipality will collect their mail before 3:00 p.m. on the day of the sale.

8. **Withdrawing a Tender(s)**
A tender may be withdrawn if the tenderer delivers a written request to have their tender withdrawn to the treasurer by 3:00 p.m. local time on the closing date. Any tender withdrawals will be opened at the opening of the sealed envelopes. The delivery envelope and notice of withdrawal must:
    a. be delivered in a sealed envelope

    b. be addressed to the treasurer

    c. indicate that it is in relation to the Sale of Land for Public Tender and

    d. provide a short description or the municipal address of the land sufficient to permit the treasurer to identify the parcel of land to which the withdrawal letter relates.

9. **Questions**
All questions regarding this Sale of Land by Public Tender must be submitted in writing via email to taxdepartment@greatersudbury.ca or by fax to 705-671-9327.