Tender's Checklist for Submitting a Valid Tender

If your tender does not meet all of the below criteria, the Tender shall be rejected:

☐ Tender is submitted on the **Tender to Purchase Form (Form 7)** and:

a. Must be addressed to the person who holds the position of Treasurer under Section 286(2), even if their Title is different.

b. Shall be typewritten or legibly handwritten in ink. Ensure to complete each section.

c. Only deals with one parcel of land.

☐ Tender includes only the terms and conditions as provided for in the Municipal Tax Sale Rules.

☐ Tender amount is equal to or greater than the Minimum Tender Amount as advertised for the property.

☐ Tender is accompanied by a deposit of at least 20% of **your** tendered amount.

a. Deposit of at least 20% must always be rounded up the 'Higher' cent
ie: your tender $10,000.01
20% of $10,000.01 equals $2,000.002 therefore your deposit must be at least $2,000.01

☐ Deposit is made out in the favour of the City of Greater Sudbury.

☐ Deposit is 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*.

☐ Tender is submitted in a sealed envelope and sets out the following information whether on the envelope label provided or otherwise:

a. Addressed to the "treasurer"

b. Specifies it relates to a Tax Sale

c. Short description or municipal address of the land sufficient to allow the Treasurer to identify the parcel of land which the tender relates

☐ Only one Tender to Purchase Form (Form 7) per envelope.

☐ Your tender(s) must be received in the office of City of Greater Sudbury, Tax Department, Attn: City Treasurer, 2nd Floor, Tom Davies Square, 200 Brady Street, PO Box 5555, Stn 'A', Sudbury, ON, P3A 4S2, before 3:00 p.m. local time, Tuesday, November 3, 2026.

If you have not met all of the above criteria, the Tender will be rejected!