



Revenue Branch  
1435 Water Street  
Kelowna, BC V1Y 1J4  
250 469-8757  
[kelowna.ca/propertytax](http://kelowna.ca/propertytax)

## Retroactive Home Owner Grant Information

If you have missed the deadline to apply for the Provincial Home Owner Grant for the *previous year*, you can still apply for the grant if you are the registered owner of the property at the time of application.

When submitting your documentation to support your residency please ensure that:

- ▶ The Telephone/Cable bill shows the registered owner/applicant and a mailing address that is the same as the civic address of the property which you are making application for. It is also required that the document have a bill date between December 1-31<sup>st</sup> of the year that you are making application for.
- ▶ A copy of owner-occupied home insurance policy which shows that the property was insured for the period including December 31<sup>st</sup> of the year that you are making application for.
- ▶ If the above two documents are not available; other acceptable documents for December include: utility bills, bank statements, income tax assessment notices, and employment or pension notices. It is also required that these documents have a bill date between December 1-31<sup>st</sup> of the year that you are making application for.

Note: City of Kelowna Property Tax and BC Assessment Notices are not acceptable.

Please complete in full the application for the Retroactive Home Owner Grant.

- ▶ If you no longer reside at the property, but are entitled to a retro-grant, please remember to fill in the address change section of the application.

### **APPLY**

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Please bring all documentation to:

Revenue Branch, City Hall, 1435 Water Street, Kelowna, BC V1Y 1J4

At the time of application you will be required to show your BC Driver's License and a BC Care Card.

Please be aware that you are able to apply for a retro grant in the current year by December 31<sup>st</sup>, for the previous year only.

After the Home Owner Grant Administration office in Victoria approves your grant application the following will happen:

- ▶ If your Property Tax account is paid in full on the day your Retroactive Home Owner Grant application is finalized at our office, the City of Kelowna will instruct the Home Owner Grant Office in Victoria to forward the refund directly to you.
- ▶ If your Property Tax account has an outstanding balance, Victoria will forward the funds directly to our office; the City of Kelowna will apply these funds to your Property Tax account.

If you have any further questions regarding the Retroactive Home Owner Grant process, please call the Revenue Branch at 250 469-8757 or send an email to [revenue@kelowna.ca](mailto:revenue@kelowna.ca).

All applications are subject to approval from the Home Owner Grant Administration office in Victoria