



TOWN OF LINCOLN
4800 SOUTH SERVICE ROAD
BEAMSVILLE ON L3J 1L3
TEL: 905-563-8205

**PROPERTY INFORMATION
REQUEST FORM**

REVISED
JANUARY 2026

SUBMIT THE COMPLETED FORM TO: propinfo@lincoln.ca

If paying by cheque, include a scanned copy of the cheque with the email.

THE INDIVIDUAL DEPARTMENTS WILL RESPOND DIRECTLY TO EACH REQUEST. RESPONSES WILL BE EMAILED.

LAW FIRM (or APPLICANT)	Contact Person
Number and Street	Phone
City and Province	EMAIL
Postal Code	FILE/Re:
TRANSACTION	
<input type="checkbox"/> MORTGAGE <input type="checkbox"/> SALE <input type="checkbox"/> PURCHASE <input type="checkbox"/> OTHER: _____	
DATE REQUIRED	
NEW OWNERS	CLOSING DATE
PROPERTY DETAILS	
MUNICIPAL ADDRESS	
LEGAL DESCRIPTION	
ROLL NUMBER *NOTE: FOR OFFICE USE ONLY	
ADDRESSED OWNER(S)	
FORWARDING ADDRESS	
SOLICITOR	
SOLICITOR PHONE	SOLICITOR EMAIL
PRESENT USE OF PROPERTY	PROPOSED USE
NUMBER OF DWELLING UNITS	DATE USE ESTABLISHED

PLEASE CHECK APPROPRIATE BOX(ES)	FEES	FOR DEPARTMENT USE ONLY
Building Department – (WOB) • Work Orders, Permits, Occupancy.....	<input type="checkbox"/> \$225.00	
Municipal Law Enforcement Department – (WOE) • Property Standards, Noxious Weeds.....	<input type="checkbox"/> \$129.00	
Finance Department – (TXC) • Tax certificate of current taxes and arrears including water/wastewater charges owing.....	<input type="checkbox"/> \$70.00	
Fire Department – (WOF) • Outstanding Fire Code Items.....	<input type="checkbox"/> \$177.00	
Planning and Development Department – (WOZ) • Official Plan, Zoning By-law, Compliance with Site Plan, Subdivision Agreements, Subdivisions Assumed by Town, Communication Towers, Green Energy, MDS, Motor Vehicle Compliance.....	<input type="checkbox"/> \$330.00	
Public Works Department – (WOP) • Available Municipal Services..... • Subject to Drainage Act Assessment.....	<input type="checkbox"/> \$70.00 <input type="checkbox"/> \$25.00	
Express Fee* (see below) – (TXCEXP) • Completed within 2 business days of date received.....	<input type="checkbox"/> \$70.00	
TOTAL FEE	\$ _____	

NOTE: Only one cheque is required for the total fee – MAKE CHEQUES PAYABLE TO THE TOWN OF LINCOLN
To pay by credit card, please contact cashier@lincoln.ca
Online tax certificate self-service available for a fee of \$35. Register at <https://vsportal.lincoln.ca:9191/LinkRegister.aspx>

Regular Service Completed within 10 business days of date received and will be emailed to applicant
***Express Service** Completed within 2 business days of date received and will be emailed to applicant
Please note Express Service is NOT available from Public Works, Fire or Municipal Law Enforcement departments.