



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

☐ MORTGAGE ☐ SALE ☐ PURCHASE ☐ 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)

Building Department – (WOB)

- Work Orders, Permits, Occupancy.....

**FEE PER
PROPERTY**

☐ **\$225.00**

Municipal Law Enforcement Department – (WOE)

- Property Standards, Noxious Weeds.....

☐ **\$129.00**

Finance Department – (TXC)

- Tax certificate of current taxes and arrears including water/wastewater charges owing.....

☐ **\$70.00**

Fire Department – (WOF)

- Outstanding Fire Code Items.....

☐ **\$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.....

☐ **\$330.00**

Public Works Department – (WOP)

- Available Municipal Services.....
- Subject to Drainage Act Assessment.....

☐ **\$70.00**

☐ **\$25.00**

Express Fee* (see below) – (TXCEXP)

- Completed within 2 business days of date received.....

☐ **\$70.00**

TOTAL FEE

\$_____

FOR DEPARTMENT USE ONLY

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.