



City of Surrey Property & Payment Services  
13450 104 Ave, Surrey BC V3T 1V8  
Secondary Suite Clerk: 604.591.4516 Option 2  
Email: propertytaxesandutilities@surrey.ca

## SECONDARY SUITE DECLARATION FORM

Declaration Date: \_\_\_\_\_

I, \_\_\_\_\_ am the registered owner of the following property:

Civic Address: \_\_\_\_\_ Folio #: \_\_\_\_\_

Phone #: \_\_\_\_\_ Email: \_\_\_\_\_

- As the property owner, I declare that this property contains \_\_\_\_\_ secondary suite(s).\*  
number

\*Declare total number of secondary suites on the property. Any secondary suite that is not declared or is installed without notification to the City will be charged a penalty fee of \$1,000 per suite.

- I am aware that the City of Surrey will add the secondary suite service fee(s) and additional utility rates to my property tax and utility accounts where applicable.
- I am aware that multiple suites may not be permitted by the applicable zoning and that the property may be subject to a removal order in future.

This declaration is not valid unless signed by the registered property owner. Submit the signed form to the City of Surrey using one of the following methods:

- Email to [propertytaxesandutilities@surrey.ca](mailto:propertytaxesandutilities@surrey.ca)<sup>1</sup>
- Mail to 13450 104 Ave, Surrey BC, V3T 1V8
- In Person at City Hall 13450 104 Ave or the Surrey Operations Centre 6651 148 St

\_\_\_\_\_  
(Registered Owner Signature)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Registered Owner Signature)

\_\_\_\_\_  
(Date)

1 - The City of Surrey's preferred method of delivery is by e-mail. There is a chance that the e-mail you send to us or that we send to you could be intercepted in transit or sent to the wrong address. If you are concerned about the confidentiality of information in transit (including personal information), you should send it to us by a secure means or request to receive your information by mail.

Personal Information is collected for the purposes of Property Tax, Utility Billing and Bylaw Enforcement. The City of Surrey is collecting this information under s.26 (c) of the *Freedom of Information and Protection of Privacy Act*. For questions regarding the collection of personal information, please contact the Manager, Property and Payment Services at 604-591-4181.