

OFFICIAL USE ONLY

Account Verification Checklist

Select if Applicant is in Good Standing

I certify that the applicant is not in arrears with respect to any taxes, fees, licenses or other charges

Select if Applicant is in arrears

I certify that the applicant is in arrears with respect to the following:

- | | |
|---|-----------------|
| <input type="checkbox"/> Property Tax | \$ _____ |
| <input type="checkbox"/> Business License Fee | \$ _____ |
| <input type="checkbox"/> Water Rates | \$ _____ |
| <input type="checkbox"/> Leases | \$ _____ |
| <input type="checkbox"/> Accommodation Tax | \$ _____ |
| <input type="checkbox"/> Company Filing Fees | \$ _____ |
| <input type="checkbox"/> Tourism Marketing Levy | \$ _____ |
| <input type="checkbox"/> Interim Stabilisation Levy | \$ _____ |
| <input type="checkbox"/> Dishonoured Cheques | \$ _____ |
| <input type="checkbox"/> Other (Specify) | \$ _____ |
| TOTAL ARREARS | \$ _____ |

Action Taken

Site Visit **Date of Site Visit:**

D	D	M	M	Y	Y
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Payment Plan Agreement Entered Into

Date Entered Into:

D	D	M	M	Y	Y
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Payment Plan Agreement #: _____

Arrears Collected In Full

Customer Being Recommended for Audit

Enterprise Has Been Closed/Deregistered in System **Date Action Taken:**

D	D	M	M	Y	Y
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Processing Officer Name:

Processing Officer Signature:

Closure Verification Prepared By (officer name):

Signature:

D	D	M	M	Y	Y
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Date Verified

Application Status

Application Accepted Application Denied

Closure Approved by (management name):

Signature:

D	D	M	M	Y	Y
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Date Approved