

Town of Duck Lake PID			
Department:	General Government	Policy No.	PID
Subject:	Property Information Disclosure	Effective:	
Council Resolution #:		Pages:	4
Approved by:	Council	Date:	

1. POLICY

1.01 The Town of Duck Lake shall establish a Property Information Disclosure Policy.

2. PURPOSE

2.01 The purpose of this policy is to establish a procedure for interested parties to apply for information on properties within the Town of Duck Lake for an established fee.

3. SCOPE

3.01 This Policy and Procedure applies to the General Government Department.

4. RESPONSIBILITY

4.01 The Town of Duck Lake is responsible for maintaining documents, which may contain important historical information on properties within the municipality.

4.02 The applicant is responsible for completing the application and providing the Town of Duck Lake with payment in full with sufficient time for the Town to complete the report.

5. PROCEDURE

5.01 Real Estate Agents, Homeowners, Home Purchasers and Lawyers may request a Property Information Disclosure (PID).

5.02 The PID Application form is set out in **Schedule "A"** of this policy.

5.03 The PID Report form is set out in **Schedule "B"** of this policy.

5.04 Each individual property information disclosure requires a completed application form.

5.05 The PID Application Forms are available for pick up from the Town Office or available for download on the Town of Duck Lake Website.

5.06 A completed application form and full payment must be received before the Town of Duck Lake administration will research the property.

- 5.07 Once an application and payment is received, administration staff will research the property by checking existing information sources within the Town of Duck Lake records including but not limited to:
 - 5.07.1 Written Correspondence
 - 5.07.2 Outstanding Orders and correction notices
 - 5.07.3 Outstanding Building Code Deficiencies
 - 5.07.4 Outstanding or Open Building Permits carried by the Inspector
 - 5.07.5 The history of building permits
- 5.08 The research that is conducted for a PID is limited to files that are currently available in the Town Office.
- 5.09 The Town of Duck Lake requires a minimum of three (3) days to complete the report.
- 5.10 The PID report for any particular residential property will include:
 - 5.10.1 Site Address
 - 5.10.2 Legal Land Description
 - 5.10.3 Zoning District
 - 5.10.4 Building Type or Occupancy Class
 - 5.10.5 Building or Plumbing Permits
 - 5.10.6 Outstanding Deficiencies and/or Orders
 - 5.10.7 Fire, Health, Zoning and Infrastructure Orders
- 5.11 The information provided in a PID Report will reflect the results of existing Town of Duck Lake building records ONLY and is provided for general information purposes.
- 5.12 Any reference to building or plumbing code deficiencies is based upon the condition of the property at the time of the last inspection.
- 5.13 Since a current site visit will not be performed, the Town of Duck Lake cannot verify whether all the buildings on the property comply with applicable codes and standards.

Town of Duck Lake PID Application - Schedule A

Applicant	Applicant Name:		Company Name (if applicable):	
	Mailing Address:			
	Phone No:	Cell No:	Fax No:	
	Email Address:			
Property Info	Please provide details on the property to be researched			
	Civic Address		Legal Land Description	
		Lot	Block	Plan #
Your interest in this property (Check ONE):				
Owner <input type="checkbox"/> Purchaser <input type="checkbox"/> Realtor <input type="checkbox"/> Lawyer <input type="checkbox"/>				
PID Report Info	Please indicate how you want the PID Report delivered to you (Check ONE delivery method only)			
	Mail	<input type="checkbox"/>	We will use the mailing address provided above	
	E-Mail	<input type="checkbox"/>	Email Address _____	
Pick-up	<input type="checkbox"/>	We will call you at the phone number provided above when the report is ready		
APPLICATION FEE:				
Payment of \$25.00 in advance, by cash or cheque must be submitted at the time of the application before any research will begin.				
I, _____, understand that the information that is provided by the Town of Duck Lake in a PID report will reflect the results of existing Town of Duck Lake building records only and is solely provided for general information purposes. By signing this form I acknowledge that any reference to building or plumbing deficiencies is based upon the condition of the property at the time of the last inspection. Since a current site visit will not be performed, the Town of Duck Lake cannot verify whether all the buildings on the property comply with applicable codes and standards.				
SIGNATURE OF APPLICANT:				
_____		_____		
Applicant		Date		
NOTE: There is a minimum of three business days for this service, Please allow adequate time.				
RETURN to Town of Duck Lake, 301 Front Street, Box 430, Duck Lake, SK S0K 1J0 Phone: (306)467-2277 Fax: (306) 467-4434 Email: town.ducklake@sasktel.net				

**Town of Duck Lake
Property Information Disclosure Report
Schedule "B"**

The information provided will reflect the results of existing Town of Duck Lake building records ONLY and is provided for general information purposes.

Any reference to a building or plumbing code deficiency indicates the condition of the property at the time of the last inspection.

Since a current site visit will not be performed, the Town of Duck Lake cannot verify whether all buildings on the property comply with applicable codes and standards.

Site Civic Address: _____

Legal Description: _____

Zoning District: _____

Building Type or Occupancy Class: _____

Building Permits: _____

Plumbing Permits _____

Outstanding Deficiencies and/or Orders: _____

Fire, Health, Zoning & Infrastructure Orders: _____

Town of Duck Lake Signature

Date