

## **Tender's Checklist for Submitting a Valid Tender**

If your tender does not meet all of the below criteria, the Tender shall be rejected:

- Tender is submitted on the **Tender to Purchase Form (Form 7)** and:
  - a. Must be addressed to the person who holds the position of Treasurer under Section 286(2), even if their Title is different.
  - b. Shall be typewritten or legibly handwritten in ink. Ensure to complete each section.
  - c. Only deals with one parcel of land.
- Tender includes only the terms and conditions as provided for in the Municipal Tax Sale Rules.
- Tender amount is equal to or greater than the Minimum Tender Amount as advertised for the property.
- Tender is accompanied by a deposit of at least 20% of **your** tendered amount.
  - a. Deposit of at least 20% must always be rounded up the 'Higher' cent  
ie: your tender \$10,000.01  
20% of \$10,000.01 equals \$2,000.002 therefore your deposit must be at least \$2,000.01
- Deposit is made out in the favour of the City of Greater Sudbury.
- Deposit is made by way of money order/bank draft/certified cheque by a bank or authorized foreign bank within the meaning of section 2 of the *Bank of Act (Canada)*, a trust corporation registered under the *Loan and Trust Corporations Act* or credit union within the meaning of the *Credit Unions and Caisses Populaires Act, 1994*.
- Tender is submitted in a sealed envelope and sets out the following information whether on the envelope label provided or otherwise:
  - a. Addressed to the "treasurer"
  - b. Specifies it relates to a Tax Sale
  - c. Short description or municipal address of the land sufficient to allow the Treasurer to identify the parcel of land which the tender relates
- Only one Tender to Purchase Form (Form 7) per envelope.
- Your tender(s) must be received in the office of City of Greater Sudbury, Tax Department, Attn: City Treasurer, 2<sup>nd</sup> Floor, Tom Davies Square, 200 Brady Street, PO Box 5555, Stn 'A', Sudbury, ON, P3A 4S2, before 3:00 p.m. local time, Wednesday, November 5, 2025.

***If you have not met all of the above criteria,  
the Tender will be rejected!***