



CITY MORTGAGE APPEAL APPLICATION FORM

1. Applicant's Information:

Name: _____

Address: _____

Postal Code: _____

Home Phone No.: _____

Other Phone No.: _____

2. Information for Appeal:

Property Address: _____

Forgiveness of the outstanding indebtedness under the City's Mortgage may be granted through the appeal process of the City Mortgage Appeals Board where the owner must sell the mortgaged property due to any of the following:

- (a) Job transfer or change of employment involving a move out of Saskatoon;
- (b) Death of a signatory;
- (c) Marriage breakdown;
- (d) Any other unanticipated event which, in the Board's view, would make it fair and reasonable to forgive the indebtedness under the mortgage (e.g. serious illness, loss of employment).

The decision of the City Mortgage Appeals Board is final.

Reason for Appeal (circle one of the above and provide an explanation):

Please Note: You will be required to provide written evidence to verify your reason for an appeal. The documentation (e.g. letter from employer indicating start date of job transfer or information from applicant on date of move out of Saskatoon; letter from employer indicating date of loss of employment; letter from lawyer indicating date of legal separation; death certificate of signatory; letter from doctor regarding serious illness) must be submitted with the Appeal Application Form.

The completed Appeal Application Form must be submitted to the Secretary of the City Mortgage Appeals Board, City Clerk's Office, within 30 days of the date of the request for forgiveness of City Mortgage.

Submit application and documents to:

Secretary, City Mortgage Appeals Board
 City Hall - City Clerk's Office
 222 3rd Ave N
 Saskatoon SK S7K 0J5
 Phone: (306) 975-3240 Fax: (306) 975-2784

Date: _____

Applicant's Signature: _____

The City Mortgage Appeals Board was established by City Council at its meeting on June 25, 2007, to hear and make final decisions on all requests for forgiveness of City Mortgage that may arise out of the City's current Lot Allocation Policy.

The following appeal criteria for use by the City Mortgage Appeals Board were adopted by City Council on April 7, 2008:

Forgiveness of the outstanding indebtedness under the City's mortgage may be granted where the owner must sell the mortgaged property due to any of the following:

- (a) Job transfer or change of employment involving a move out of Saskatoon;
- (b) Death of a signatory;
- (c) Marriage breakdown;
- (d) Any other unanticipated event which, in the Board's view, would make it fair and reasonable to forgive the indebtedness under the mortgage (e.g. serious illness, loss of employment).

City Mortgage Appeal Process

1. Lot Purchaser approaches Saskatoon Land Division requesting forgiveness of City Mortgage.
2. Saskatoon Land Division provides an Application Form to Lot Purchaser to appeal to the City Mortgage Appeals Board.
3. Lot Purchaser submits Application Form to the Secretary of the City Mortgage Appeals Board, City Clerk's Office, within 30 days of the date of the request for forgiveness of City Mortgage.
4. The Secretary of the City Mortgage Appeals Board establishes a hearing date suitable to all parties and sends out a Notice of Hearing to the Lot Purchaser and the City's Administration.
5. Saskatoon Land Division and Lot Purchaser submit any additional material/documents that would assist the Board during the appeal process, (e.g. letter from employer confirming job transfer date to location outside of Saskatoon) at least five days prior to the date of the appeal hearing.
6. Hearing is held with Lot Purchaser/or designate and Representatives from the Saskatoon Land Division.
7. The Board shall issue its decision, in writing, within 30 days after the conclusion of the hearing.
8. The Board's decision is final.
9. Saskatoon Land Division/Solicitor takes appropriate action to comply with the Decision.