



**OFFICE OF THE CHIEF FINANCIAL OFFICER  
AND CITY TREASURER**

Joseph Mancina, B.Comm, CPA CGA  
Chief Financial Officer and City Treasurer

RE: Electronic Tax Inquiry (ETI) system start-up

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Welcome to the self-service, automated, electronic tax information retrieval system. This system is designed to allow legal professionals and financial institutions to quickly obtain tax levy information, legal descriptions and installment amounts on properties listed on the City of Windsor's Property Tax Assessment Roll.

To register for access to the system, please complete the attached form and e-mail, fax or mail the information to The City of Windsor. The same form can be used to update information in the future.

Once your registration process is complete, you will be billed at the end of each month for all tax inquires made in the previous month. Our current billing rate is \$79.10 (\$70.00 plus HST) per tax account. Each search is valid for 30 calendar days from the date of the first lookup without additional charges. As long as payment is made within 30 days of the billing date, you can avoid any subsequent interest charges which are levied at 2% compounded monthly. Please be advised that signing up for access to the system indicates that you are agreeing to all of the terms and conditions as stated in the attached Web Access Agreement Information. Each time that you access the system you will be asked to confirm acceptance of these terms and conditions.

Please note that this self-service system provides limited information. An official Tax Certificate which provides more information may be requested through a written submission noting the property address and the roll number along with a payment of \$84.75 (\$75.00 plus HST). Please allow 5-10 business days to process tax certificates pursuant to the request being received. Your request for an official tax certificate should be sent to the attention of the Tax Certificate Clerk, City of Windsor, Finance Department P.O. Box 1607, Windsor, ON N9A 6S1.

Once you have registered successfully, you will receive an e-mail confirmation that will include a unique User Id and a temporary password. The confirmation will also provide information for accessing the ETI web-link and instructions for setting up/changing your password.

If you have any questions or concerns, please contact 311 or 519-255-2489 if you reside outside of the City of Windsor.

Thank you.

Property Tax Department  
propertytax@citywindsor.ca