

# First Place Early Withdrawal Process

Those seeking to withdraw from the First Place program before the 5th year anniversary date may do so upon application to, and approval by, the City's Program Director for the First Place program. The City asks that an email be sent to [firstplace@edmonton.ca](mailto:firstplace@edmonton.ca) that provides:

- the full address description of the unit, including postal code
- the name(s) of the property owners shown on the Certificate of Title registered at Land Titles
- the email address of the property owner to be used in communications between the City and the owner
- the reason for premature departure from the program

The City will review the information provided and advise next steps. If approved, the City will provide a confirmation letter and request the property owner(s) sign and return the form/letter confirming their consent to the City's terms for release.

The full amount due for the deferred land costs (including GST if applicable) will be due according to the terms expressed in the City's letter.

City receives request (including explanation) from property owners for early departure from First Place Program.

Request reviewed by City.

The sale file is consulted and deferred land costs are calculated.

Response to petition prepared by City and sent to property owner. Property owner reviews City's response.

Property owner sends signed letter of acceptance indicating the deferred land costs will be paid upon sale closing.

City review acceptance and retains a hard copy of correspondence in file.

Upon sale closing, owner's lawyer sends City a cheque for deferred land costs. City cross checks information on file and retains a copy. Cheque is forwarded to Accounts Receivable with appropriate coding.