How to register a vacant home Please find below a quick tutorial:

First, the person completing the questionnaire for that Household (HH) should enter their name and best contact number.



The portal will then take the person completing the questionnaire (designated person) to Household Questions.

Where the designated person will enter "0" (zero) as the response for "how many people will be living or staying at the address on April 1st."



The system will verify that the person completing the questionnaire (designated person) does not live at the address.



The system will verify the last response to ensure no person, including the designated person, will live at the address on April 1st:



At this point, the system will seek one of six preset reasons that the household address will be vacant on April 1st - or the designated person can select "OTHER" to choose some other reason.

What is the primary reason why no one will be living or staying at 8112 on April 1, 2020? The unit will be – (Help)	
○ For rent	
C Rented, not occupied	
○ For sale only	
○ Sold, not occupied	
○ For seasonal, recreational, or occasional use	
○ For migrant workers	
Other	
	Next >

Answering any one of the above reasons will take the designated person to this final screen, affirming that the designated person does not need to provide additional information for this Household.

