

Application for Property Tax Exemption

Application deadline September 30th of
the year preceding the taxation year

PART 1 - PROPERTY INFORMATION

| | | |
|---|--------------------------------|---|
| Name of Property Owner | | |
| Address of Property Owner | Tel | Fax |
| Address of Property for which Exemption is requested | | |
| What portion of the above property does the organization hold? | All _____ Part _____ | Area Occupied _____ |
| Is there an agreement in place that confirms the portion of the property held by the organization? Yes _____ No _____ | If "yes", provide expiry date: | Date on which organization took up occupancy: |

PART 2 - ORGANIZATION INFORMATION

| | | |
|--|---|-----|
| Name of organization operating the facility | Tel | Fax |
| Organization's Objectives/Purposes | | |
| 1. _____ | | |
| 2. _____ | | |
| 3. _____ | | |
| 4. _____ | | |
| Act under which organization is registered as a non-profit organization | Registration Number | |
| Are the resources of this organization devoted to the above objectives/purposes? Yes _____ No _____ If "No", attach explanation | Is there any monetary gain or benefit received by the organization as a result of its provision of services? Yes _____ No _____ If "Yes", attach explanation | |
| Does your organization expect to move from this property during the following year? Yes _____ No _____ If "Yes", attach explanation | | |
| Are the organization's services similar to any other organization and/or business? Yes _____ No _____ | If "Yes", provide name(s) _____ _____ | |
| Is any income or profit from the organization paid to a member or shareholder of the organization? Yes _____ No _____ If "Yes", attach explanation | | |

City of Red Deer
Revenue & Assessment Services Department
Box 5008 Red Deer AB T4N 3T4
Phone: (403) 342-8235 Fax: (403) 342-8199
Email: assessment@reddeer.ca

See Reverse

| FOR OFFICE USE ONLY | |
|----------------------------------|---------------------|
| Property Roll Identifier _____ | Taxation Year _____ |
| Municipal Property Address _____ | |
| Approved Yes _____ No _____ | |

PART 3 - RETAIL COMMERCIAL OR LICENSED AREA

| | | |
|---|--|----------------------|
| Does the organization have a retail commercial area at this location? If "Yes", do you operate this area? If "No", indicate name of lessee (if any) | Yes _____ Yes _____ | No _____ No _____ |
| What goods or services are sold at the retail commercial area? | | |
| For what purpose is the net income from the retail commercial area used? | | |
| Has an area within the facility been issued a gaming/liquor license? If "Yes", enclose copy | Yes _____ Class _____ Area (sq ft) _____ | No _____ |

PART 4 - PROPERTY USE INFORMATION

| | | |
|---|-----------|----------|
| What facilities are on the property? 1. _____ 2. _____ 3. _____ 4. _____ | | |
| What times are they accessible to the general public? | | |
| What are the membership requirements including fees? | | |
| Are there any other restrictions in place preventing anyone from using the facility? If "Yes", explain | Yes _____ | No _____ |
| Are the services provided by the organization advertised and promoted to the general public, or primarily to members? General Public _____ Members _____ | | |

PART 5 - CONTACT INFORMATION

| | | | |
|---|----------------------------|-----|-------|
| Contact Name | Position with Organization | Tel | Fax |
| Mailing address for non profit organization | | | Email |
| Organization President | | Tel | Fax |
| Organization Treasurer | | Tel | Fax |

PART 6 - REQUIRED INFORMATION *Please ensure to submit the following as attachments to the application:*

1. Copy of the Certificate of Incorporation.
2. Confirmation that the organization is registered and in good standing with the Government of Alberta.
3. Memorandum of Association and Articles of Association or By-laws.
4. Copy of organization's most current financial statements.
5. Copy of Certificate of Title (if applicable).
6. Copy of current lease agreement with the property owner (if applicable), detailing the leased area.
7. If applicable, a letter from the property owner confirming that the property owner is aware of this exemption application and understands that the municipality will estimate taxes on the area occupied by the organization, based on methodology that may be different from that used by the landlord.
8. Copy of current registration as a charitable organization from Canada Revenue Agency (if applicable).
9. Any available brochures, newsletters or other pertinent information relative to your organization.
10. Any other information the Assessment Department may deem necessary.

You will receive a letter in January of the taxation year which will advise of the status of your application.

| | |
|---|-----------|
| I certify that I am authorized to submit this application on behalf of the organization, and that the information provided on this application form and as attachments to this form are true and accurate in every respect, and that all information required under Part 6 of this application is included. | |
| Name (Please Print) | Date |
| Position | Signature |

The information collected as part of this application is done so under the authority of the *Municipal Government Act* (MGA) section 295 (1) and is protected under the *Freedom of Information and Protection of Privacy (FOIP) Act*. Information will be used solely for the purpose of determining taxable status of the property. If you have questions about the collection, use or protection of this information, please contact the Revenue and Assessment Services Department at 403-342-8235, 4914 - 48 Ave, 4th Floor City Hall, Box 5008, Red Deer, AB T4N 3T4.
assessment@reddeer.ca