

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) 342-8126 Fax: (403) 342-8199
 Email: assessment@reddeer.ca

See Reverse

FOR OFFICE USE ONLY	
Property Roll Identifier _____ Municipal Property Address _____	Taxation Year _____
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 403-342-8126, 4914 - 48 Ave, 4th Floor City Hall, Box 5008, Red Deer, AB T4N 3T4.
assessment@reddeer.ca