

# Application for Property Tax Exemption



This information is being collected for property tax exemption purposes in accordance with the Municipal Government Act and Community Organization Property Tax Exemption Regulation (AR281/98) and s.33(c) of the Freedom of Information and Protection of Privacy Act. All personal information will be managed in compliance with the provisions of the FOIP Act. Questions about the collection of this information can be directed to (780) 624-2574.

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

Where a non-profit organization owns property, holds property under lease, license or permit that is used primarily for the purpose of the organization, the organization may be eligible for a property tax exemption.

To qualify for the property tax exemption, the non-profit organization must submit an application form with supporting information no later than September 30th. The application will be reviewed according to the Municipal Government Act, Section 362(n)(i) to (v) and the Community Organization Property Tax Exemption Regulation A/R 281/98, as amended.

If the application is successful, the property in whole or in part will be exempt from paying property taxes for the upcoming tax year. **Please ensure all required documentation is included with the application;** please attach additional information if necessary.

FOR OFFICE USE ONLY								
Property Roll Identifier						Taxation Year	Date	
Legal Description	Lot	Block	Plan	Part	Sec	Township	Range	Mer
Municipal Property Address								
Total Assessment			Land Assessment			Building Assessment		

## PART 1 - PROPERTY INFORMATION

Name of property owner

Address of property owner

Phone Number (Bus)

Phone Number (Res)

Fax Number

Email

Address of the property for which exemption is requested

Portion/Area of the property held by the organization

All

Part

Area occupied is:

Is there an agreement in place that confirms the portion of the property held by the organization?

Yes

If Yes, provide expiry date (mm/dd/yyyy)

No

Date organization took occupancy (mm/dd/yyyy)

## PART 2 - ORGANIZATION INFORMATION

Name of organization operating the facility

Phone Number (Bus)

Fax Number

Email

Act under which organization is registered as a non-profit organization

Registration Number

Organization's objectives/purpose (attach additional sheets/information if required)

Are the resources of this organization devoted to the above objectives/purposes?

Yes

No

If No, attach explanation

Are there any monetary gains or benefits received by the organization as a result of its provision of services?

Yes

If Yes, attach explanation

No

Does your organization expect to move from this property during the following year(s)?

Yes

If Yes, attach explanation

No

Is any income or profits from the organization paid to a member or shareholder of the organization other than as wages?

Yes

If Yes, attach explanation

No

Are the organization's services similar to any other organization and/or business?

Yes

If Yes, attach a sheet providing the organization/business name(s)

No

## PART 3 - RETAIL COMMERCIAL OR LICENSED AREA

Does the organization have a retail commercial area at this location?

Yes

No

If yes, do you operate this area?

Yes

No

What goods or services are sold at the retail commercial area?

What purpose is the net income from the retail commercial area used?

Has an area within the facility been issued a gaming/liquor license?

Yes If yes, enclose copy.

No

Class

Area (sq ft)

## PART 4 - PROPERTY USE INFORMATION

What facilities are on the property?

What times are they accessible to the general public?

What are the membership requirements including fees?

Are there any restrictions in place preventing anyone from using the facility?

Yes

No

If there are restrictions, explain.

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

Phone Number

Fax Number

Email

Mailing Address for non profit organization

President of Organization

Phone Number

Email

Treasurer of Organization

Phone Number

Email

**PART 6 - REQUIRED INFORMATION - please ensure the following are submitted as attachments**

Copies of:

- The organization's Certificate of Incorporation AND current confirmation that the organization is registered in good standing.
- The organization's Memorandum of Association and the Articles of Association, if any.
- The organization's most current financial statements.
- Certificate of Title (if applicable).
- The current signed lease agreement with the property owner (if applicable).
- A plan showing the area leased.

If applicable, a letter from the property owner confirming that they are aware of this exemption application and understand 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.

Any available brochures, newsletters or other pertinent information relative to the organization that would assist in determining eligibility.

If you are a NEW applicant or are changing locations, ensure your development permit approval is included with the documentation.

Any other information that the Assessment Department may deem necessary.

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, is true and accurate in every respect, and that all information required under Part 6 of this application is included.

Name

Date (mm/dd/yyyy)

Position

Signature

Please submit applications to:

Town of Peace River  
Corporate Services Department  
P.O. Box 6600, 9911-100 Street  
Peace River, AB, T8S 1S4

Contact our office at (780) 624-2574 if you wish to email your application and documentation.