Application for Exemption of Property Taxes

Assessment and Taxation

Community Organization Property Tax Exemption Regulation (AR 281/98)

This application must be submitted prior to September 30 and any additional information requested by the City must be provided by November 30, to be considered for an exemption.

1 Applicant Information

Account: _____

Organization Name: _____

Premises Address: _____

Mailing Address: _____

2 Premises

Does the organization own or lease the premise? Own: ☐ Lease: ☐

Lease Start Date: _____ (DD/MM/YYYY) Lease End Date: _____ (DD/MM/YYYY) Square Footage: _____

Did your organization move within the last 12 months? Yes ☐ No ☐

Previous Address: _____

Does your organization sublease any space? Yes ☐ No ☐

Does your organization hold a liquor license for your portion of the premises? Yes ☐ No ☐

Square Footage: _____ Liquor Class: _____

Are any retail services offered on your portion of the premises? Yes ☐ No ☐

Describe any restrictions preventing someone from using the premises (ie. must be a

3 Operations

Describe the objective/purpose of your organization:

Describe the operations of your organization on the premises and how they benefit the general public:

List any organizations similar to yours that will assist the City in understanding your operations:

Is your organization registered as a non-profit organization? Yes ☐ No ☐

Under which act is the organization registered? _____

If your organization has registered charitable status with Revenue Canada, please provide the registration number: _____

Will your organization be operating in the same location next year? Yes ☐ No ☐

If no, please provide details:
(Date of move, new address, etc.) _____

4 Membership

Does the organization charge membership or other monetary fees to access the premises? Yes ☐ No ☐

Are the organization's services available to the public? Yes ☐ No ☐

Explain any restrictions or qualifications for membership:

5 Attachments

To process your application for property tax exemption, we require that copies of the following documents are included with your completed application:

Organization Documents

- ☐ Certificate of Incorporation
  (if you do not have a Certificate of Incorporation, a most recent proof of filing with Service Alberta)
- ☐ Memorandum of Association or Articles of Association *(for non-profit companies)*
- ☐ Registered and Certificates amending the Objects *(for non-profit societies)*
- ☐ Current registered Bylaws of the Organization
- ☐ The Organizations most current financial statements
- ☐ Liquor License *(if applicable)*
- ☐ Any available brochures, newsletters or other information that would assist the City to understand the function of the organization
- ☐ All Sublease Agreements *(if applicable)*

Premises Documents

If the organization ***leases*** the premises:

- ☐ Lease Agreement
- ☐ Letter from Property Owner agreeing to the following points:
  - The property owner is aware of the application for exemption
  - The property owner understands that the City will estimate taxes on the area occupied by the organization based on methodology that may be different than that used by the landlord
  - The owner agrees to pass along any benefit of the tax exemption to your organization

6 Contact Information and Signature

To process your application for property tax exemption, we require that copies of the following documents are included with your completed application:

PRIMARY CONTACT INFORMATION

Contact Name (Please Print): _____

Position Title: _____

Contact Phone Number: _____

Contact Email Address: _____

ALTERNATE/SECONDARY CONTACT INFORMATION

Contact Name (Please Print): _____

Position Title: _____

Contact Phone Number: _____

Contact Email Address: _____

Mailing Address: _____

Authorized Signature	Date

The information you provide is protected in accordance with the privacy provisions of the Access to Information Act (SA 2024 cA-1.4) and the Protection of Privacy Act (SA 2024 cP-28.5). Please contact Assessment Support at 780-442-1495 or email assessment@edmonton.ca if you have any questions about the data collected.

Submit this form by:

Mail: PO Box 1935 Edmonton AB, T5J 2P3

Email: assessment@edmonton.ca

Fax: 780-496-1986

In Person: 2nd Floor, Edmonton Tower, 10111 104 Avenue NW, 8:00 a.m. - 4:30 p.m., Monday to Friday