



Application for Property and Business Tax Exemption

For property that is owned and held by and used in connection with a resident's association to be considered under *Municipal Government Act* section 362 (1)(n) and Community Organization Property Tax Exemption Regulation section 14.1

The City of Calgary Assessment & Tax (8002), P.O. Box 2100, Station M, Calgary, AB T2P 2M5
 PH: 403.268.2888

In completing this application, it may be necessary to provide certain answers in an attachment, if sufficient room is not available. Please clearly mark your attachments with the section and question numbers you are answering. Thank you.

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

I. PROPERTY INFORMATION (required by November 30th of the year preceding the taxation year)

1. Name of property owner		
2. Mailing address of property owner	Tel	Email
3. Name of residents association (if different from property owner)	4. Roll #(s) for property owned by Residents Association:	
5. Total size of main residents association property (acres):		
6. Total size of building (sq/ft):		
7. Is your residents association a non-profit? <input type="checkbox"/> Yes <input type="checkbox"/> No		
8. Does the non-profit residents association occupy <input type="checkbox"/> the entire property <input type="checkbox"/> portion of the property If it only occupies a portion of the property, exactly how many square feet on this property is being requested for "property tax exemption"? (If additional roll #s are required please attach a separate document) Roll # _____ Sq. Ft. _____ Roll # _____ Sq. Ft. _____ Roll # _____ Sq. Ft. _____ Roll # _____ Sq. Ft. _____		
9. For what specific purpose is the above property used (e.g. administration, fund raising, recreation, meeting rooms, etc.)?		
10. Is any portion of the area described in question #5 & #6 occupied or used by another organization or individual? If yes, please provide details (e.g. copy of sublease(s))	<input type="checkbox"/> Yes <input type="checkbox"/> No	
11. Does your residents association require membership from residential property owners in a specific development area, and secure fees by placing a caveat or encumbrance on title?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
12. Does your residents association manage and maintain the common property, facilities and amenities of the development area for the benefit of the residents of the development area?	<input type="checkbox"/> Yes <input type="checkbox"/> No	

13. Does your residents association enhance the quality of life for residents of the development area or enhancing the programs, public facilities or services provided to the residents of the development area?	<input type="checkbox"/> Yes <input type="checkbox"/> No
14. Does your residents association provide non-profit sporting, educational, social, recreational or other activities to the residents of the development area?	<input type="checkbox"/> Yes <input type="checkbox"/> No
15. Does your residents association operate a professional sports franchise?	<input type="checkbox"/> Yes <input type="checkbox"/> No
16. Does your residents association restrict use of the property based on: a. Race b. Culture c. Ethnic origin d. Religious belief If yes, how many hours per week would there be a restriction in place (i.e. a religious service 2 hours/week)?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No _____ hours/week
17. Is your Residents Association open to all property owners in the development area?	<input type="checkbox"/> Yes <input type="checkbox"/> No
18. Does your residents association rent out its facility for private functions (e.g. weddings, family reunions)? If yes, how many hours per week is the facility rented for private functions? If less frequent, please indicate frequency (ie. two weddings at 12 hours/week).	<input type="checkbox"/> Yes <input type="checkbox"/> No _____ hr/week
19. Are there fees charged other than the fees enforced via a caveat or encumbrance on title to use the residents association facilities? (Drop-in fee/access fee) Please specify the amount: \$ _____	<input type="checkbox"/> Yes <input type="checkbox"/> No
20. Are there any restrictions to the use of the property for safety reasons (i.e. children under the age of 12 need to be with an adult)? If yes, please describe the type of restrictions below.	<input type="checkbox"/> Yes <input type="checkbox"/> No
21. Is there a daycare facility on site? If yes, is the daycare provider someone other than the residents association? If yes, please provide the name of the provider and attach the lease, licence or agreement with the provider. Name: _____	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No
22. Do you have a liquor licence? If, yes what type of liquor licence do you have? _____	<input type="checkbox"/> Yes <input type="checkbox"/> No

II. CONTACT INFORMATION

Contact Name		Position With Organization	
Telephone	Email		
Preferred Mailing Address	City	Province	Postal Code

III. OTHER REQUIRED INFORMATION

- Certificate of Incorporation as a non-profit organization
- Copy of the most current financial statements
- Any applicable lease, licence or permit for any tenants
- Plan showing the uses of specific areas that clearly outline:
 - a. any separate areas and the different purposes for which they are used (e.g. the exempt purpose use, office storage, common area);
 - b. the “retail commercial area” if there is one; and
 - c. the Gaming and/or Liquor licensed area, if there is one.

A hand drawn graphic plan is acceptable.
- Additional information requested as part of any question posed on this application must also be supplied.

Important Notice

Information requested for the Property Tax Exemption Application is pursuant to Section 295 of the Municipal Government Act (MGA) whereby failing to provide adequate information you may lose your right to file a complaint against the taxable status of your property or business. If you do not submit a complete Property Tax Exemption Application with supporting documentation your property or business may be deemed taxable.

IV. ACKNOWLEDGEMENT AND CERTIFICATION

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 Section III of this application is included. I understand that the application will only be considered at such time as the responses to the application’s questions are complete in every respect and that all additional information requested as part of the application’s questions, or in Section VIII, have been provided. I understand also that the application will only be considered under the “exempt from taxation” classification to which it refers.

Name (Please Print)	Date
Position	Signature

Please return this form to:

**The City of Calgary
Assessment & Tax (8002)
Property Exemptions (Data)
P.O. Box 2100, Station M
Calgary, AB T2P 2M5
PH: (403) 268-2888 or email: Assessment.Exemptions@calgary.ca**

Personal information collected is authorized under section 4(a) and (c) of the Protection of Privacy Act, and section 295 of the Municipal Government Act, for the purpose of determining property tax exemption eligibility. It may be used in an automated system to generate content or make decisions, recommendations or predictions. Should you have questions regarding the collection and use of your personal information, please contact Assessment & Tax Information Management at ATIM@calgary.ca, or by mail to The City of Calgary, Assessment & Tax (#8002), PO Box 2100, Station M, Calgary, AB, T2P 2M5.