



Application for Property Tax Exemption

For a property held by a non-profit organization and used to provide non-market housing, as defined in the *Non-Market Housing Property Tax Exemption Bylaw 9M2025*.

The City of Calgary Assessment & Tax (80032), P.O. Box 2100, Station M, Calgary, AB T2P 2M5
PH: 403.268.2888

Application deadline: September 30 preceding the taxation year in which the exemption will apply.

I. PROPERTY INFORMATION

1. Name of the non-profit organization holding the property	Property Roll Number
2. Address of the property for which the exemption is requested	
3. Name of property owner	
4. Address of property owner	
5. Telephone number of property owner	Email address of property owner
6. Does the non-profit organization... <input type="checkbox"/> Own the property <input type="checkbox"/> Lease the property <i>Note: This refers to the overall property, not the individual units (sub)leased to tenants.</i>	
7. A) How many total (including non-market and market) residential dwelling units are on this property? units. B) How many non-market (90% or less of market median rent for the unit type, per the most recent Canada Mortgage and Housing Corporation data for Calgary) residential dwelling units are on this property? units. C) What is the total square footage of this property (including market and non-market units, common areas, non-residential spaces including offices, storage, etc.)? square feet. D) What is the total combined square footage of all the non-market residential dwelling units on this property? square feet.	
8. On what date did this property (or the applicable units) first become available as non-market housing?	
9. Is this property currently subject to an agreement with the federal, provincial, or municipal government that establishes rental rates for the non-market housing units (including a capital or operating funding agreement, or other types of agreements)? <input type="checkbox"/> Yes <input type="checkbox"/> No	
10. How do you determine whether residents qualify for non-market units? (E.g., household income requirements, specific demographics served by the non-market units, etc.)	

II. NON-PROFIT ORGANIZATION INFORMATION

<p>11. A) Name of the non-profit organization holding the property, as it appears on certificate of incorporation or other legal documentation:</p> <p>B) If the organization operates under another name or acronym, please provide these below</p>
<p>12. Organization's objectives/purposes</p>
<p>13. Act under which organization is established or incorporated as a non-profit organization (e.g., <i>Societies Act</i>)</p>
<p>14. Does the organization hold registered charitable status with the Canada Revenue Agency (CRA)?</p> <p><input type="checkbox"/> Yes, registration number: <input type="checkbox"/> No</p>
<p>15. A) Has this organization received a property tax exemption in past years?</p> <p><input type="checkbox"/> Yes, for this property <input type="checkbox"/> Yes, for another property <input type="checkbox"/> No</p> <p>B) If yes, and the property was not owned by this organization, did the organization receive the full financial benefit of the exemption from the owner of the property?</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>
<p>16. Organization's website (if applicable)</p>

III. CONTACT INFORMATION

Contact Name		Position With Organization	
Telephone	Email		
Preferred Mailing Address	City	Province	Postal Code
Organization's President		Telephone	
Organization's Treasurer		Telephone	

IV. OTHER REQUIRED INFORMATION

Required for all applications:

- Certificate of Incorporation as a non-profit organization
- Copy of the most recent financial statements of the non-profit organization
- Current copy of rent roll (tenant names and personal information redacted)
- Copy of a current tenant application form and blank lease

Required if the property is held by the non-profit organization under lease, license or permit:

- A copy of the lease, license, or permit for the property
- A letter from the property owner to the non-profit organization that confirms that the property owner:
 - a. Is aware of this property tax exemption application;
 - b. Understands that, if the property qualifies for the exemption, The City will determine the amount of taxes attributable to the exempt from taxation portion of the property based on methodology that may be different from that used by the landlord; and
 - c. Agrees to pass on to the organization making this application the full benefit of any tax exemption extended as a result of this application.

Required if there is a mix of market and non-market units on the property:

- Floorplan of the property outlining market and non-market units (hand-drawn is acceptable)

Important Notice

Information requested for this Property Tax Exemption Application is pursuant to section 295 of the Municipal Government Act 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.

V. ACKNOWLEDGMENT 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 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 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.