



# Application for Property Tax Exemption Renewal Form

Application deadline September 30<sup>th</sup> of  
the year preceding the taxation year

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 (Required by November 30 <sup>th</sup> of the year preceding the taxation year)		
Name of property owner	Telephone Number (Bus)	Telephone Number (Res)
Address of property owner		Postal Code
Address of property for which exemption is requested		
Portion/Area of the property held by the organization	<input type="checkbox"/> All <input type="checkbox"/> Part Area Occupied is:	
Is there an agreement in place that confirms the portion of the property held by the organization?		<input type="checkbox"/> Yes If yes, provide expiry date _____ (mm / dd / yyyy) <input type="checkbox"/> No
		Date organization took occupancy (mm / dd / yyyy)

PART 2 – ORGANIZATION INFORMATION			
Name of organization operating the facility		Telephone Number (Bus)	Fax Number
Contact Name	Position with Organization	Telephone Number (Bus)	Telephone Number (Res)
Mailing Address for non profit organization			Postal Code
Organization's objectives/purposes			
1. 2. 3. 4. 5.			
List the facilities and services provided and how they benefit the general public			
1. 2. 3. 4. 5.			

The personal information being collected on the Application for Property Tax Exemption renewal is being collected for property tax exemption purposes. This collection is in accordance with the Municipal Government Act and Community Organization Property Tax Exemption Regulation (AR281/98) and section 4(c) of the Protection of Privacy Act. If you have any questions about the collection of personal information, please contact the Privacy Office at [legislativeservices@diamondvalley.town](mailto:legislativeservices@diamondvalley.town) or 403-933-5272.

### **PART 3 – REQUIRED INFORMATION – *please ensure the following are submitted as attachments***

- 1) Certificate of Incorporation, current confirmation that the organization is registered in good standing and the Memorandum of Association and the Articles of Association, if any.
- 2) Copies of:
  - The organization's most current financial statements,
  - Certificate of Title (if applicable),
  - The current lease agreement with the property owner (if applicable),
  - A plan showing the area leased.
- 3) If applicable, a letter from the property owner confirming that he/she 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.
- 4) Any new brochures, newsletters or other pertinent information relative to the organization's facilities and services.
- 5) 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 3 of this application is included.*

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Name (Please Print)

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Date

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Position

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Signature

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