



**Renewal for 2025 Property Tax Exemption
Applications are due September 30, 2024**

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|--------------------------------|--|
| Organization Name | |
| Mailing Address | |
| Exempt Location Address | |
| Exempt Roll Number: | |

A) Current Information

1. Is the above information correct?

Yes

No

If no, please provide details.

2. Has your organization moved from the above location address to a new address or closed the location?

Yes - *proceed to Section F*

No

B) Property Information

3. How does your organization hold the property?

Owner

Lease, license, or permit - *requires property owner letter see section E*

3 a) Does the organization lease the property from The City of Calgary?

Yes

No

3 b) Has there been a change in your lease, licence or permit (e.g. lease renewal, leased area etc)?

Yes

No

Please provide details of the lease, including area, lease start and end dates.

4. Have any other changes occurred that might impact the exemption (e.g. new lease or sub-lease to another party, change in use of the property, etc)?

Yes

No

Please provide details of the change.

5. Do you expect to move to a new location before year-end 2024? If Yes, please ensure to submit a new tax exemption application for your new location when you move.

Yes - *proceed to Section F*

No

C) Organization Information

6. Has there been a change in your organizations' bylaws and objectives?

Yes

No

Please provide details of the change.

7. Does your organization have a non-profit status and/or is a registered charity?

Yes

No

Please provide the Act(s) for which the non-profit is incorporated under.

8. Has there been a change to your membership requirements (e.g. added, altered, or removed requirements)?

Yes

No

Not applicable (no membership required)

Please provide details of the changes to your membership requirements.

D) Retail, Commercial or Licensed Areas Information

9. Does your organization operate a retail or commercial area at this location?

Yes

No

9 a) Has there been a change to the retail or commercial area (e.g. size or a change in individual operating the retail/commercial area)?

Yes

No

Please provide the details of the change.

10. Does your organization have a Class A, B, or C Liquor Licence with AGLC?

Yes

No

Please specify which class.

10 a) Have there been changes to your liquor licence? (e.g. area or change in class)

Yes

No

Please provide details of the change.

E) Supporting Documents

OTHER REQUIRED INFORMATION – If you own this property or lease it from the City of Calgary, you are not required to provide the letter mentioned below and can proceed to fill out the Certification and Authorization section below.

- a. Letter from property owner to the non-profit organization that confirms the property owner:
 - I. is aware of this exemption application.
 - II. understands that, if the property qualifies for exempt from taxation status, 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 property owner; and,
 - III. agrees to pass on the full benefit of the property tax exemption resulting from this application.

F) New Location

Date your organization moved out/closed or is expected to move.

If you have indicated that your organization is no longer at the above Location Address, a new application form must be submitted if there is a new location.

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 its attachments, is true and accurate in every respect. I understand also that the application will only be considered under the “exempt from taxation” classification to which it refers to.

The email address provided below will be used for the next renewal period.

| | |
|----------------------|-----------------------|
| Name: | Position: |
| Phone Number: | Email Address: |
| Signature: | Date: |

Email to: Assessment.Exemptions@calgary.ca

Mail to: The City of Calgary, Assessment & Tax IMC #8002
PO Box 2100, Station M, Calgary Alberta, T2P 2M5

Information on this form and attachments is collected under the authority of the *Municipal Government Act (RSA 2000) s.295, Community Organization Property Tax Exemption Regulation (AR 281/98) s. 16, and the Freedom of Information and Protection of Privacy (RSA 2000) s.33(c)*. It will be used solely for assessment and taxation purposes under parts 9-12 of the *Municipal Government Act*. For information concerning the privacy of the information collected, please contact the