



PERMISSIVE TAX EXEMPTION APPLICATION

Revenue Services | pte@nanaimo.ca

A Permissive Tax Exemption, pursuant to Section 224 of the *Community Charter* is a means for Council to support organizations within the community that further Council's strategic goals and objectives.

APPLICANT INFORMATION

Name(s):	Position:	
Mailing Address:	City:	Postal Code:
Email:	Phone:	

PROPERTY INFORMATION

Civic Address:	Folio:
Legal Description:	
Registered Owner (if different from applicant):	

ORGANIZATION INFORMATION

Organization Name:		
Representative Name:	Email:	
Is the Organization a registered Society?	<input type="checkbox"/> Yes - Registration No.:	<input type="checkbox"/> No
Is the Organization a Registered Charity?	<input type="checkbox"/> Yes - Registration No.:	<input type="checkbox"/> No
Number of full-time staff:	Number of part-time staff:	
Number of community volunteers:	Number of volunteer hours/Year:	
Please provide a brief description of the organization's mandate:		

PRINCIPAL USE OF PROPERTY

Please provide a brief description of the principal use of the property and how this benefits the community:

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Is there a fee to any of the activities/services provided by the organization? Yes No

If yes, please provide details of the fee(s):

Fee Type (annual, monthly, etc.)	Fee Amount	Description
	\$	
	\$	
	\$	

Is the organization foreseeing changes to the current programs and/or services provided? If yes, please explain.

Please select the applicable permissive tax exemption category for which you are applying.

Athletic/Service Club or Association Community Care Facility Independent School

Non-Profit Organization - Percentage of services benefiting the community:

Place of Worship - Acres: Other:

COMMERCIAL ACTIVITY

Please provide a brief description of any commercial activities that your organization conducts on this property:

LEASED SPACE

Please list below and attach a list of all lease agreements for any portion of the identified property that the organization rents or leases to another organization or individual:

REQUIRED SUPPORTING DOCUMENTATION

<input type="checkbox"/> Certificate of Good Standing per BC Registry Services
<input type="checkbox"/> Confirmation of charity status per Canada Revenue Agency (if applicable)
<input type="checkbox"/> Financial Statement for most recent fiscal year
<input type="checkbox"/> Current year budget
<input type="checkbox"/> Third-party agreements Summary (if organization owns the property and rents/leases a portion)
<input type="checkbox"/> Lessor confirmation of benefit to Lessee (if property not owned by applicant)
<input type="checkbox"/> Floor Map showing space and percentage occupied (if property not owned by applicant)

SIGNATURE

I am an authorized signing officer of the organization and I certify that the information given in this application is accurate and complete. Should a Permissive Tax Exemption be granted for the above listed property, I agree to the following terms:

- If the property is sold prior to the exemption expiration, the organization will remit to the City an amount equal to the taxes that would have otherwise been payable to the City by a non-exempt owner;
- The property use will be in compliance with all applicable municipal policies and bylaws; and
- The organization will publicly acknowledge the Permissive Tax Exemption by the City.

Signature

Date

NOTES

Application Deadline for upcoming tax year - June 30th

Incomplete applications will not be accepted. Please ensure you have attached all required documentation.

Submit to:

Email: pte@nanaimo.ca

Mail: 455 Wallace Street, Nanaimo, BC V9R 5J6

RECEIVED STAMP