



## PERMISSIVE TAX EXEMPTION APPLICATION

### NON-MARKET HOUSING

Revenue Services | [pte@nanaimo.ca](mailto: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:	
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:

# PERMISSIVE TAX EXEMPTION APPLICATION

## NON-MARKET HOUSING

Revenue Services | [pte@nanaimo.ca](mailto:pte@nanaimo.ca)

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


### NON-MARKET HOUSING DETAILS

Please complete the following section based on which type of non-market housing the organization provides.

#### Temporary Housing

Is there an active funding or operating agreement with BC Housing or any other government entity?

Yes (attached with application)       No - explain below


Is temporary housing provided year-round?

Yes       No - explain


Number of temporary rooms:

Number of permanent rooms:

Temporary length of stay:

--

#### Supportive Housing

Is there an active funding or operating agreement with BC Housing or any other government entity?

Yes (attached with application)       No - explain below


# PERMISSIVE TAX EXEMPTION APPLICATION

## NON-MARKET HOUSING

Revenue Services | [pte@nanaimo.ca](mailto:pte@nanaimo.ca)

Is supportive housing provided year-round?
<input type="checkbox"/> Yes <input type="checkbox"/> No - explain
Number of rooms:

Social Housing

Is non-market housing or below-market rent housing provided?
<input type="checkbox"/> Yes <input type="checkbox"/> No

Social housing is not eligible for a Permissive Tax Exemption, however, if a covenant related to the provision of non-market housing is registered on title there could be an opportunity for an assessed value reduction through BC Assessment Authority due to evidence of long-term financial and profit restrictions.

### 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:

# PERMISSIVE TAX EXEMPTION APPLICATION

## NON-MARKET HOUSING

Revenue Services | [pte@nanaimo.ca](mailto:pte@nanaimo.ca)

### 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"/> Active funding/operating agreement with BC Housing or any other government entity
<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 30<sup>th</sup>

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

#### Submit to:

Email: [pte@nanaimo.ca](mailto:pte@nanaimo.ca)

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

RECEIVED STAMP