

# APPLICATION FOR PROPERTY TAX REBATE

## FOR REGISTERED CHARITIES OCCUPYING COMMERCIAL OR INDUSTRIAL PROPERTY

This application is due **the last day of February** of the year following the taxation year to which the application relates.

This application consists of 2 parts, the applicant's declaration and the landlord's declaration, both of which must be fully completed prior to submission.

### APPLICANT ELIGIBILITY CRITERIA

Please answer the following questions. If the response is "No" to either question, the applicant is not eligible for the property tax rebate.

	Yes	No
1. Is the Charity registered under Section 248(1) of the <i>Income Tax Act</i> ?		
2. Does the applicant own the property? OR Is the applicant a tenant, and the lease agreement attached?		

### APPLICANT DECLARATION

Name of Registered Charity \_\_\_\_\_

Revenue Canada Charitable Registration Number

Property Address \_\_\_\_\_  
\_\_\_\_\_

Does the Charity lease \_\_\_\_\_ or own \_\_\_\_\_ the property?

**\*\*If 'lease' is checked above, please provide a copy of the lease agreement\*\***

Name of Contact at Charity \_\_\_\_\_

Mailing Address \_\_\_\_\_  
(if different from above) \_\_\_\_\_

Telephone No. ( ) \_\_\_\_\_ Fax: ( ) \_\_\_\_\_

Email: \_\_\_\_\_

I certify that the above information is true, correct and complete. I authorize the release by third parties of all information the Regional Treasurer or Local Treasurer may require to verify the accuracy of any information submitted with this application. I also acknowledge that I must inform the Local Municipality of any changes in the above which affects my eligibility for a rebate.

Signature of Signing Officer \_\_\_\_\_

Name and Title of Signing Officer \_\_\_\_\_

Date \_\_\_\_\_

# LANDLORD / PROPERTY OWNER DECLARATION

Name of Landlord / Owner \_\_\_\_\_  
(please print)

Mailing Address \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Telephone No. ( ) \_\_\_\_\_

Email: \_\_\_\_\_

Assessment Roll No. 24 \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Property Occupied by Registered Charity \_\_\_\_\_  
(Full Address)

Property Class for Property occupied by Charity ( ) Commercial ( ) Industrial

Tax Year of Rebate \_\_\_\_\_

Occupancy Date of Charity at Present Address (yyyy/mm/dd) \_\_\_\_\_ Occupied Full Year: Y N  
If "No", Date Vacated Address (yyyy/mm/dd) \_\_\_\_\_

Total Annual Property Taxes Payable on Assessed Property \$ \_\_\_\_\_  
*This amount should agree to Municipal tax notices*

Total Annual Property Taxes paid by Charity for Tax Year \$ \_\_\_\_\_

Registered Charity's Proportional Share of Rentable Space of Property \_\_\_\_\_ %

Total Space of Building \_\_\_\_\_ Sq Ft Total Space Occupied by Charitable Organization \_\_\_\_\_ Sq Ft

I certify that the above information is true, correct and complete.

Signature of Landlord / Owner \_\_\_\_\_ Date \_\_\_\_\_

Name of Landlord / Owner \_\_\_\_\_

Personal information is collected on this form per Halton Region By-law Nos. 120-98, 75-01 and 48-03 and will be used to determine eligibility for property tax rebates for registered charities.

If you have questions, contact Halton Region by emailing [accesshalton@halton.ca](mailto:accesshalton@halton.ca) or calling 311

## Submit the request to your Local Municipality:

**City of Burlington**  
426 Brant Street  
PO Box 5080  
Burlington ON  
L7R 4G4  
(905) 335-7750  
Fax: (905) 335-7877  
[propertytax@burlington.ca](mailto:propertytax@burlington.ca)

**Town of Halton Hills**  
1 Halton Hills Drive  
Halton Hills, ON  
L7G 5G2  
(905) 873-2600  
[TaxDepartment@haltonhills.ca](mailto:TaxDepartment@haltonhills.ca)

**Town of Milton**  
150 Mary Street  
Milton, ON  
L9T 6Z5  
(905) 864-4142  
[taxes@milton.ca](mailto:taxes@milton.ca)

**Town of Oakville**  
1225 Trafalgar Road  
Oakville, ON  
L6H 0H3  
(905) 845-6601  
[finance@oakville.ca](mailto:finance@oakville.ca)