



Application for Exemption of Property Taxes

Community Organization Property Tax Exemption Regulation (AR 281/98)

This application must be submitted by September 30th in the year preceding the tax year in question, and any additional information requested by the City must be provided by November 30th, to be considered for an exemption.

*Please attempt to complete this form fully. Should you require additional space attachments may be enclosed with the initial application form.

Part 1- Applicant:

Property Roll #:
Legal Description:
Municipal Address:
Name and Address of Property Owner:
Organization Applying for Exemption:

Part 2- Premises:

Does the Organization own or lease the premises?	
• Own	• Lease
Lease Start/End Date:	
Start: _____	End: _____

Approximate Area (ft²) occupied by the Organization:

Does your organization hold a liquor license for your portion of the premises?

- Yes

- No

If yes, please provide the license class:

Are any retail services offered on your portion of the premises?

- Yes
- No

(Optional) Further Description of Premises:

Part 3- Operations:

Describe the objective/purpose of your organization:

Describe the operations of your organization on the premises.

List any organizations similar to yours that will assist the City in understanding your operations:

Is your organization registered as a non-profit organization?

- Yes

- No

If yes, which act is the organization registered?

If your organization has registered charitable status with Revenue Canada, please provide the registration number:

Part 4- Membership:

Does the organization charge membership or other monetary fees to access the premises?

- Yes

- No

Are the organization's services available to the general public?

- Yes

- No

Further explanation of any restrictions or qualifications of membership.

Part 5 – Attachments:

*To process your application for property tax exemption, we require that **copies** of
The following documents are included with your completed application:*

- 1. Certificate of Incorporation (if you do not have a Certificate of Incorporation, a most recent proof of filing with Service Alberta)**

This information is being collected under the authority of sections 294,295 and 328 of the Municipal Government Act, R.S.A. 2000, c. M-26 and will be used for assessment and taxation purposes. It is protected in accordance with the privacy provisions of the Municipal Government Act, R.S.A. 2000, c. M-26 and the *Freedom of Information and Protection of Privacy Act*, R.S.A. 2000, c. F-25. If you have any questions about the data collected, contact the City of St. Albert Assessment Department at (780) 4591603 or via mail to 29 Sir Winston Churchill Ave, St. Albert AB, T8N0G3.

2. **Memorandum of Association or Articles of Association (for non-profit companies)**
3. **Registered and Certificates amending the Objects (for non-profit societies)**
4. **Current registered Bylaws of the Organization.**
5. **The Organizations most current financial statements.**
6. **Any available brochures, newsletters or other information that would assist the City to understand the function of the organization.**

If the organization leases the premises:

7. **Current Lease Agreement**
8. **Letter from Property Owner agreeing to the following:**

The property owner is aware of the application for exemption. The property owner understands that the City will estimate taxes on the area occupied by the organization based on methodology that may be different than that used by the landlord. The owner agrees to pass along any benefit of the tax exemption to the organization.

Part 5- Signature and Contact Information:

By signing this form I certify that I am an authorized representative for the organization and that all information provided on this application is accurate.

Name (please print)	Position Title:
Contact Phone No.	Contact Email Address:
Mailing Address:	
Signature	Date:

Contact Details:

**City of St. Albert – Assessment Services Department
29 Sir Winston Churchill Ave.
St. Albert, AB T8N 0G3**

Phone: 780-459-1603

Email: srobert@stalbert.ca or sbannerman@stalbert.ca