

# Application for Renewal of Property Tax Exemption

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



Please complete the following sections regarding changes to the organization that occurred in the current year and any other information that may assist in determining whether the property continues to qualify for an exemption.

If you require clarification or assistance completing this form, call 311 (780-442-5311, if outside Edmonton).

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## Organization Information

Organization Name:

Premises Address

Phone Number:

Mailing Address:

Email Address:

Contact Name:

Position Title:

Contact Phone Number:

Contact Email Address:

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## Changes to the Organization

No

Yes

(please indicate the change)

Did the organization change location in the current year?

Do you expect to move before the end of next year?

Have the activities of the organization on the premise changed?

Has the allocated space for any retail activities changed? If yes, please provide the new square footage.

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**Premise Information**

Is the premise owned or leased?

Owned

Leased

If the premise is leased, what is the start date and end date of the lease?

Start date

End date

What is the square footage currently occupied by the organization?

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

Yes

No

Square Footage

Licence Class

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**Attachments**

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

- Current Annual Return (most recent year on file)
- Current Lease
- Sublease (if applicable)
- Liquor License (if applicable)

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**Signature**

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.

Authorized Signature	Position Title
Print Name	Date

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 Manager of the Exemptions Unit at (780) 442-1483 or via mail at Main Floor, Chancery Hall, 3 Sir Winston Churchill Square, Edmonton, AB T5J 2C3.

**Form Submission Details**

Ensure you complete this form in full and return it to the City of Edmonton:

**Email**

assessment@edmonton.ca

**Fax**

780-496-1986

**Mail**

PO Box 1935, Station Main  
Edmonton, AB T5J 2P3

**In Person**

2nd Floor, Edmonton Tower  
10111 104 Avenue NW  
8:00 a.m. - 4:30 p.m., Monday to Friday

For more information, call 311 (780-442-5311, if outside Edmonton)