



Revenue Branch
 1435 Water Street
 Kelowna, BC V1Y 1J4
 250 469-8757
 kelowna.ca/propertytax

Permissive Tax Exemption Application For Places of Worship, Private Schools and Hospitals 3 Year Application (2013 to 2015)

APPLICATION DEADLINE

Forward your application **PRIOR TO JULY 15, 2012** to:

Revenue Branch, City Hall, 1435 Water Street, Kelowna, BC V1Y 1J4
 Fax: 250 862-3391

REQUIREMENTS

The following items must be submitted with the application:

- ▶ Copy of last Registered Charity Information Return submitted to the CRA and Notice of Confirmation
- ▶ Copy of the most current Audited Financial Statements
- ▶ Financial Budget (Pro-forma Balance Sheet and Income Statement) for Current 12 Months
- ▶ Scale Drawing of Property that includes buildings, parking lots, landscaping, playgrounds, fields, etc.
- ▶ Copy of Lease Agreement if applicable
- ▶ Copy of Caretaker Agreement if applicable

Consideration will only be given to applications with all of the information submitted.

APPLICANT INFORMATION

Please print clearly.

Application Date:	
For Taxation Years:	2013 - 2015
Business Number: BN:	
Society Registration Number:	
If a hospital, license number under Hospital Act:	

1. Full Name or Title of Organization:

2. Is the organization the registered owner of the property?

- Yes
- No - if No, is the organization a lessee under a lease that requires direct payment of property taxes to the City of Kelowna?
 - Yes - if Yes, attach copy of lease
 - No - if No, Not eligible for Permissive Tax Exemption

3. Does anyone live in the building(s)?

- No
- Yes

attached is a caretaker agreement that specifies rent free accommodation in exchange for this service

4. Mailing Address of the Organization:

5. Civic Address of Property if Different than mailing address:

6. Property Legal Description:

Roll # _____

Plan: _____

Lot: _____

7. Contact Person:

Name: _____

Phone number(s): _____

E-mail: _____
(preferred communication method)

8. a) Describe the goal(s) or purpose(s) of the organization:

b) How is the property used to accomplish the organization's goal(s) or purpose(s)?

9. Size of congregation, enrolment numbers, or patient numbers utilizing the property.

13. Is the organization in compliance with all municipal policies, plans, bylaws and other applicable regulations (i.e. business licensing, zoning)?

Yes

No - if No, please explain:

I understand that additional information may be requested, prior to consideration of this application for a Permissive Tax Exemption.

I understand that if this application is approved in full or part for the tax year 2013 to 2015, it is our organization's responsibility to contact The City of Kelowna if changes occur with respect to ownership or use of property.

I certify that I am a current board member of this organization and that the information provided in this application and supporting documentation is true and accurate to the best of my knowledge.

Name: _____ Signature: _____

Position: _____ Date: _____

Knowingly submitting an application or information that is not true or accurate will result in loss of eligibility.