

**Application Deadline: July 15<sup>th</sup>** *(unless otherwise specified in the annual notification)*

## PERMISSIVE TAX EXEMPTION APPLICATION

### (SECTION 1) - ORGANIZATION INFORMATION:

Organization Name:	CRA/Society Act Number:
Contact Person:	Phone Number:
Full Mailing Address:	
What is the purpose of your organization? (including a brief description of the programs and/or activities provided):	
Are your programs/activities available to all residents of Mission? <input type="checkbox"/> Yes <input type="checkbox"/> No If not, please explain:	
If your organization operates on behalf of members, what are the requirements for membership?	

### (SECTION 2) – SUPPORTING DOCUMENTATION CHECK LIST (ATTACH COPIES TO APPLICATION):

- Current year's budget *\* required*
- Previous year's annual financial statement *\* required*
- Annual general meeting minutes *\* required* (including manager's report, if applicable)
- Current site plan for each property *\* required*
- Lease/rental agreement *(if applicable – see Section 4, question 3)*
- If organization is leasing/renting a portion of a property provide a site drawing for that section of property *(if applicable – see Section 4, question 4)*
- Lease/rental agreements to other agencies *(if applicable – see Section 4, question 6)*

### (SECTION 3) – DECLARATION BY AUTHORIZED SIGNATORY:

I hereby certify that I have read the District of Mission Permissive Tax Exemption Policy FIN.49 (attached), that **the application complies with its requirements**, and that the information contained in the application is complete and correct.

**IF THERE IS A CHANGE IN THE STATUS OF YOUR ORGANIZATION THE DISTRICT OF MISSION MUST BE NOTIFIED.**

Signature:	Date:
Name (please print):	Title:

*(continued on back of page)*

**\* COMPLETE A SEPARATE 'DETAILS OF PROPERTY' FORM FOR EACH PROPERTY BEING CLAIMED**

<b>(SECTION 4) – DETAILS OF PROPERTY:</b>			
<b>1. Property Address:</b>	<b>Property Roll #:</b>		
<b>2. Briefly describe the principal use of the property:</b>			
<b>3. Property Ownership:</b> <input type="checkbox"/> Own <input type="checkbox"/> Lease/Rent Entire Property <input type="checkbox"/> Lease/Rent a Portion of the Property	<b>%</b>		
a) If the property is leased/rented, who owns the property?			
b) Term of lease/rental agreement:			
<b>4. The exemption is being claimed for:</b> <input type="checkbox"/> the whole property <input type="checkbox"/> a portion of the property			
If the exemption is being claimed for a portion of the property:			
Gross floor area of the building:	sq ft	Floor area being claimed for use:	sq ft
<b>5. Commercial Activity (i.e. daycare center, catering and hall, thrift shop, etc.):</b>			
a) Does <u>your organization</u> conduct any commercial activity on this property? <input type="checkbox"/> Yes <input type="checkbox"/> No	If so:		
Provide a brief description of the commercial activity, (including hours of operation and fees/charges):			
b) Does <u>another organization</u> conduct any commercial activity on this property? <input type="checkbox"/> Yes <input type="checkbox"/> No	If so:		
Provide a brief description of the commercial activity, (including hours of operation and fees/charges):			
<b>6. Leased Space:</b> Does your organization lease/rent any portion of the property to another agency/individual? <input type="checkbox"/> Yes <input type="checkbox"/> No			
If yes, name of the agency/individual leasing/renting the property:			
Is this agency for profit or non-profit?	Term of lease/rental:		
For what purpose is this leased/rented space being used?			
<b>7. Does anyone live in the building:</b> <input type="checkbox"/> Yes <input type="checkbox"/> No	If yes:		
a) How many people?	b) Living space square footage:		

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**Ensure your Application Declaration on the front page is signed and dated.** The District of Mission may contact you to request additional information, or clarification, to support your application. If you require further information, please contact Municipal Hall at: 604-820-3700.

*The personal information on this form is collected for the purpose of an operating program of the District of Mission as noted in Section 26(c) of the Freedom of Information and Protection of Privacy Act. If you have any questions about the collection and use of the information, please contact the Freedom of Information Coordinator (604-820-3724).*