

PERMISSIVE TAX EXEMPTION ANNUAL REPORT FORM

(SECTION 1) - ORGANIZATION INFORMATION:

Organization Name:	CRA/Society Act Number:
Please specify the status/nature of your organization (e.g. registered charity, non-profit society, local authority, athletic or service club, etc.)	
Contact Person:	Phone Number:
Full Mailing Address:	
Has there been any change in the status or use of the building or property, your organization's criteria and/or programs offered in the last 12 months? Yes No If yes, please specify in detail: _____ _____ _____	

(SECTION 2) - DETAILS OF PROPERTY (complete a separate 'details of property' section for each property being claimed):

1. Property Address:	Property Roll #:
2. Commercial Activity (i.e. daycare center, catering and hall, sales, etc.):	
a) Does <u>your organization</u> conduct any commercial activity on this property? <input type="checkbox"/> Yes No If so:	
b) 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 No If so:	
Provide a brief description of the commercial activity, (including hours of operation and fees/charges): _____ _____	
3. Leased Space: Does your organization lease/rent any portion of the property to another agency/individual? Yes 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? _____	

(SECTION 3) - DECLARATION BY AUTHORIZED SIGNATORY:

The above information is certified to be true and correct. The City of Mission will rely on the accuracy of all information contained herein, and may reject applications later found to be inaccurate.

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

Signature:	Date:
Name:	Title:

(SECTION 4) - SUPPORTING DOCUMENTATION CHECK LIST (ATTACH COPIES TO ANNUAL REPORT):

<input type="checkbox"/> Current year's budget	<input type="checkbox"/> Financial Statements (please sign each page if done internally)	<input type="checkbox"/> Site Plan indicating any changes
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Due by July 15th of each year. Ensure your Declaration is signed and dated. The City of Mission may contact you to request additional information, or clarification. If you require further information, please contact the Finance Department at: 604-820-3717.

The personal information on this form is collected for the purpose of an operating program of the City 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).