



Registered Charity Tax Rebate Application
Deadline: February 28th

OFFICE USE ONLY
Application No.: _____
Date Processed: _____
Approved by: _____
Rebate Amount: \$ _____

SECTION A – COMPLETED BY CHARITY

PROPERTY ASSESSMENT ROLL 4342 - _____ - _____ - _____ - _____		
Name of Registered Charity		
Revenue Canada Charitable Registration Number - Attach proof of status as Registered Charity		
Charity Mailing Address (street, city, postal code)		
Charity Phone Number	Charity Email	
Property Address for which rebate is applicable		Unit(s)/Suite(s) claimed
Lease Expiry/Renewal Date (mm/dd/yy)	Area occupied by applicant in sq.ft.	Total rentable area in sq.ft.
Owner occupied – As a Charitable Organization are you occupying the whole complex Yes <input type="checkbox"/> No <input type="checkbox"/>		
If not, how much leasable space is occupied by other(s) in sq.ft.: _____		
By whom:		
Occupancy period for application (mm/dd/yyyy) to (mm/dd/yyyy)	What amount of eligible property tax did the registered charity pay for the occupancy period? \$	
Monthly rent (including portion of property taxes) \$ _____ Monthly proportionate share of Property taxes \$ _____		
NOTE: The above property tax figures must not include other fees such as HST, Common Charges, etc.)		

CERTIFICATION OF INFORMATION - I have the authority to bind this Charitable Organization and to certify that the information contained herein is true and correct.

Signing Officer (First, Last – please print)	Title/Position	Day Phone
Signature of Signing Officer		Date (mm/dd/yyyy)

Disclaimer: The information on this form is collected under the authority of the Municipal Act, 2001, S.O. 2001, C. 25 section 361 and will be used to process your application for a property tax rebate. If any benefits received from this application were accepted under false pretense, the total amount shall be revoked and recovered by whatever means deemed necessary by the municipality. Personal information contained on this form is collected pursuant to the Municipal Freedom of Information and Protection of Privacy Act and will be used for the purposes of processing your request.



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SECTION B – CONFIRMATION BY LANDLORD/OWNER (information within Section A is accurate)

Landlord/Owner Name (First, Last)		
Landlord/Owner Mailing Address		
Landlord/Owner Phone Number	Landlord/Owner Fax Number	Landlord/Owner Email
Property Address for which rebate is applicable		Unit(s)/Suite(s) claimed
Please indicate if the Charity has a <input type="checkbox"/> Net Lease or <input type="checkbox"/> Gross Lease agreement		

CERTIFICATION OF INFORMATION - I have the authority to certify that the Leased Property information contained herein is true and correct.

Signing Officer (First, Last – please print)	Title/Position	Day Phone
Signature of Signing Officer		Date (mm/dd/yyyy)

ADDITIONAL DOCUMENTATION REQUIRED

You must submit the following documents with a completed application.

- Current copy of Revenue Canada’s Confirmation of Registration Number. You may obtain a current copy of your organizations’ **Canadian Registered Charities – Detail page** online
- Signed copies** of Head Lease and Renewal Lease and/or Amendment Agreements, or other documents confirming all the information indicated in this application. Please submit only relevant sections which identify all parties, outline terms and conditions, occupancy space and periods, property tax obligations and signature pages.
- Copy of the Property Tax Bill
- Verification of property taxes paid – provided from Landlord on letterhead
- Copy of a tax reconciliation statement which specifies how the eligible property tax amount is determined.

All relevant parts of the attached application form must be completed in full and signed in order to process a charity rebate request. Incomplete forms will be returned.

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ELIGIBILITY CONDITIONS

To be eligible, following conditions must be met:

- The applicant must be a registered charity under Section 248(1) of the Income Tax Act (Canada) and must have a valid Canada Revenue Agency BN/Registration Number;
- The applicant must own and occupy the commercial or industrial property for which the rebate is being sought, or be a tenant and occupy the commercial or industrial property for which the rebate is being sought;
- The applying registered charity must agree to supply the municipality additional information as may be requested to substantiate the application;
- There must be no property taxes of previous years remaining in arrears on the eligible property for which the rebate is sought.
- A completed application with all supporting documents must be submitted on or before the deadline date.

NOTE: HST (Harmonized Sales Tax), maintenance fees and other miscellaneous charges are not eligible for a property tax rebate. Residential, Multi-res, Farm and Pipe line and Managed forest tax classes do not qualify. Taxes must be paid in full as billed. Refunds/reductions from municipal or assessment tax appeals will be processed separately.

REBATE INFORMATION

- A new and complete application must be filed every year. Only one application can be submitted per charity per address.
- Any changes made on an application are to be initialled by the applicant and if applicable, by the property owner.
- The City of Barrie does not provide copies, therefore you must retain a copy of your application form. If the application is being delivered in person, please provide two copies. The second copy can be stamped "received" if you require proof that your application was successfully received.

SUBMIT APPLICATION AND DOCUMENTS

Mail: City of Barrie
Finance Department
P.O. Box 400, 70 Collier Street
Barrie ON, L4M 4T5

Email: Revenue@barrie.ca

In Person: Service Barrie Inquiry and Payment Counter located on the 1st floor at City Hall.

Call: 705-726-4242

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