



Corporation of the City of Kingston

Application for Property Tax Rebate

For the Taxation Year 20__

For Eligible Registered Charitable Organizations

Instructions:

- The deadline for submitting applications is the last day of February of the year following the taxation year to which the application relates.
- Deliver this completed application to your local municipal office.
- To be eligible, the charity must pay taxes or amounts on account of taxes on property that is taxed in either the commercial or industrial classes.

Checklist --- Application MUST include the following documentation

- Copy of Revenue Canada's most recent confirmation of Registration Number or Letter of Good Standing (available by calling CRA at 1-800-267-2384 or by fax at 613-954-8037)
- Copy of the property tax bill for the year in which application relates
ROLL NO: 1011.____.____._____.0000
- Copy of Current lease agreement covering the application period
- Statement of Calculations showing how the taxes paid was arrived at.

Any of the required documentation not provided with your initial application will delay its processing. Documentation must be current & included every year.

Part A: Applicant: To be completed by the Charitable Organization	
Name of Organization:	
Revenue Canada Charitable Registration Number: (i.e. BN xxxxx xxxx RR 0001)	
Name and Title of Contact:	
Mailing Address (Street, City, Postal code)	
Telephone No.:	Fax No.:
Email Address (optional):	

Office Use Only:

Documentation	Not Included	Requested	Received
Current Revenue Canada			
Copy of Tax Bill			
Copy of Current Lease			
Statement of Calculations			

ADJ:
Rebate Amount: \$

Part B: Property Occupied: To be Completed by the Charitable Organization	
Street Address:	
Date of Occupancy - from (DD-MM-YY) to (DD-MM-YY): TO	
Did you/will you move in the taxation year? YES <input type="checkbox"/> NO <input type="checkbox"/> If yes, please advise when and where:	
Monthly rent including property taxes: \$	
Yearly property tax portion only (do not include HST, common charges, etc.) \$	

Part C: Certification: To be Completed by the Charitable Organization	
I certify the foregoing information is true, correct and complete.	
Signature of Officer of Organization:	
Name of Officer:	
Title of Officer:	
Date:	

In order to verify the annual taxes, which will be charged to the registered charity by the property owner, the applicant organization must have the landlord complete Part D below.

Part D: Landlord Confirmation: To be Completed by the landlord	
Name of Landlord/Owner:	
Mailing Address (Street, City, Postal code)	
Telephone No.:	Fax No.:
Email Address (optional):	
Is the Tenancy of the applicant organization under a:	
Gross Lease: <input type="checkbox"/>	Net Lease: <input type="checkbox"/>
Total Space occupied by Charity(sq. Ft):	Total square footage of building:
SQFT	SQFT
I hereby certify that the information contained in Part B and in this section is true and correct.	
Signature of Officer of Organization:	
Name of Officer (Printed):	
Title of Officer:	
Date:	

The personal information on this form is collected under the authority of the City of Kingston By-law 98-212 and Section 361 of the Municipal Act. The information will be used to assess your eligibility and to receive a property tax rebate under the City of Kingston Registered Charity Property Tax Rebate Program. Questions about this program should be directed to the Supervisor of Taxation & Cashiering at (613) 546-4291 ext. 2484 or a Taxation Representative at (613) 546-4291 ext. 2015.