



# Application for Tax Exemption for Non-Profit Organizations in 2009-2010



PO Box 1749  
Halifax, Nova Scotia  
B3J 3A5 Canada

**Application Deadline: November 30th, 2008**

Name of Organization:	Contact Person:  Telephone: Fax:
Mailing Address:	Civic Address of property:

## Please include the following information with your application.

- It is the organization's responsibility to ensure HRM has **active contact information** on record.
- Proof of current registration as a non-profit society** (NS Registry of Joint Stocks), federal charitable registration number, or list the Act of Legislature and the year enacted in your application.
- Updated list of the Board of Directors** with name, address and telephone number.
- Last completed **financial statement** or Treasurer's report.
- Program reporting** - tell us who you are and what you do.
- Sign** the application form.
- If this is a property management agreement or leased property, please ensure a copy of the lease is submitted so that HRM can verify that taxes are billed to the organization. Expired or inactive management agreement/leases may be declined.
- To protect client safety, if your organization is an emergency shelter, please note on the form so that the civic address will not be used in public reports.

If your organization has outstanding debt to Halifax Regional Municipality, in excess of the current year, a decision on your eligibility to the program will be deferred until an active payment plan is in place. Active means payments on a regular schedule as approved by HRM Finance. Debt includes outstanding taxes, fines, fees, capital debt, rent, etc.

**Time-frame:** The review and approval process usually takes 1 year from application date.

All amounts owed to Halifax Regional Municipality are to be paid until notified of the status of your request for tax assistance

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**Type of tax grant requested:**

- Conversion from Commercial Tax Rate to Residential Rate
- Reduction in Residential Tax Rate to (circle one): 50%, 75% or 100%
- Reduction for Affordable Housing: 25%
- Other (specify):

**Civic Address of Taxable Property:**

Please list properties below or on a separate page, by civic address and taxation account number.

**Description of Property Assessed for Tax:**

Vacant land, building with lot, building, etc.

**Registered Owner of Property:**

The name that appears on the property deed.

If this is a management agreement or leased property, please ensure a copy of the lease is submitted so HRM can verify that taxes are billed to the organization. Expired or inactive management agreements/leases may be declined.

**Assessment Account Number:**

**Current Tax Status:**

- Business Occupancy
- Commercial
- Residential
- Resource
- Other

**NS Registered Joint Stock Number:**

**Federal Charitable Status Number:**

**Act of Legislature** (year enacted and Act number):

**Type of Activity (check only one):**

- Community Social Supports
- Affordable Housing
- Community-Based Recreation
- Community Facilities
- Cultural Facilities
- Heritage & Historical Attractions
- Arts & Crafts
- Service Clubs
- Environmental Conservation
- Health
- Emergency Shelter
- Other:

Describe how the payment of property taxes puts your operation at risk:

Describe the geographic community or particular population your organization serves:

What benefits does your organization, program or service provide to the geographic community or particular population?

Describe the role of Volunteers in your organization? (number, tasks, hours, etc.)

