



# Tax Relief for Non-Profit Organizations Program

Administrative Order 2014-001-ADM

Application Form: Renewal of Tax Relief

## Renewal Application Deadline: March 31st

<b>Official Registered Name of Applicant Organization:</b>	<b>Application for Tax Year</b>
<b>Contact Information:</b> List the civic address to which all correspondence should be sent, the name of a contact person, telephone number and email address.	

### Instructions

This form is to be completed annually by organizations accepted into the tax relief program and applying for renewal.

Do not complete this form to add another property to the program, reinstatement, or new applicants requesting admission into the program. Requests to add a property to the program are to be completed using Application Form: New Applications [halifax.ca/business/doing-business-halifax/tax-relief-non-profit-organizations](http://halifax.ca/business/doing-business-halifax/tax-relief-non-profit-organizations).

For assistance contact the Grants & Contributions office at 902.490.7191 or email: [nonprofittax@halifax.ca](mailto:nonprofittax@halifax.ca).

This application is made for renewal of current tax relief in next year's program (April 1st to March 31st). The application must be signed and a copy of your financial statement for the prior year enclosed. Incomplete applications may be declined or pro-rated. Applications must be post-marked (Canada Post Corporation) or date-stamped by HRM upon receipt.

Late applications may be pro-rated to deduct one day of eligibility for each day late, commencing April 1st. If you are using a drop off or courier service request a receipt with proof of delivery (date and time). **The application deadline is March 31st.**

If your organization has municipal tax arrears (overdue in excess of the current year) your application for renewal of tax relief may be denied until an active payment plan is approved by HRM Finance (Revenue Division) at: [proptax@halifa.ca](mailto:proptax@halifa.ca). An application made to the *Tax Relief for Non-Profit Organizations Program* is part of the public review process and may be subject to access requests under Freedom of Information and Protection of Privacy legislation. Applicants will be notified by HRM should such a request be received in relation to their application or an award decision.

### List of Properties in Receipt of Tax Relief

Civic Address	Property Identification Number (PID#)	Assessment Account Number (AAN#)	Schedule (level of tax relief)

### Non-Profit Tenancy (if applicable)

Name of Tenant Organization	Registration Number	Occupancy (sf)

Tax relief is non-transferable; if an owner sells or conveys the property tax relief is revoked. As the owner you are responsible to notify HRM of any change in occupancy, including any change in tenancy.

***The applicant for tax relief certifies that no party, other than the applicant or occupancy disclosed in this application, has any right (whether through lease, sub-lease or assignment) to occupy the real property for which tax relief is being sought. This application must be signed by an authorized signing officer of the Board of Directors.***

Application prepared by:	Signature	Print Name	Date
Board Authorization:	Signature	Print Name	Date

Mail this application form and financial information to: Halifax Regional Municipality, Grants & Contributions, Department of Finance & Asset Management, PO Box 1749, Halifax, NS B3J 3A5 or drop off at any HRM Customer Service Centre.

**Keep a copy of this application on file for your records.**

**HALIFAX**