

Non-Profit Tax Relief – Renewal Form

Confirmation of Ownership, Occupancy and Good Standing

Instructions

NOTE: This form must be filled out to ensure automatic re-enrollment in the program. Provide additional information or documentation for any question answered as No. The form must be signed by two members of the Board of Directors and mailed to: Grants & Contributions, HRM Finance and Asset Management, PO Box 1749, Halifax, NS B3J 3A5. Or e-mailed to nonprofittax@halifax.ca

Important Notice: The Notification Form must be submitted on or before June 30th. Late renewals will be pro-rated, starting July 1st, to deduct one day's tax relief for each day late. If June 30th or September 28th falls on a Saturday or Sunday, the deadline is the next business day. Maximum Penalty: July 1st to September 28th = a penalty of up to \$2,000 per property; after September 28th = a penalty of up to \$5,000 per property.

Name of Non-Profit/Charity:

Assessment Account Number (AAN) for properties:
(Note: add separate sheet if required for multiple properties)

The registration of the organization as a charitable and/or non-profit organization is in good standing:

YES **NO**

The organization remains owner of the property/properties for the year that tax relief is requested (April 1 to March 31).

YES **NO** (describe change)

If a lessee, the organization has a signed lease agreement for the year that tax relief is requested (April 1 to March 31). Or, it has the option of either an additional term, or the owner's consent to remain in possession of the premises.

YES **NO**

There has been no change in the use of the property/properties for which we originally applied for tax relief:

YES **NO** (describe change)

The organization has declared any occupancy of the property by someone other than the applicant to HRM - **Example; lease a portion of your property to private entity.**

YES **NOT APPLICABLE** **NO** (contact staff for further direction)

Required Signatures:

Board of Director:

Date:

Board of Director:

Date:

