

Application deadline: September 30<sup>th</sup> of the year preceding the taxation year.

**I. ORGANIZATION INFORMATION**

Organizations Name:
Property Address:
Phone Number:
Mailing Address:
Email Address:
Contact Name:

**II. PREMISE INFORMATION**

Is the premise owned or leased?
If leased, Start date: _____ End date: _____
What is the square footage of the premises currently occupied by the organization?

**III. PROPERTY USE INFORMATION**

<b>What is the Primary use of the property?</b>
<input type="checkbox"/> Divine Service <input type="checkbox"/> Public Worship <input type="checkbox"/> Religious Education
<input type="checkbox"/> Other (Please specify):

<b>Are there any additional uses of the property?</b>
<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>If yes,</b> please describe these additional uses:

<b>Is any portion of the property leased or subleased to other organizations or individuals?</b>
<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>If yes,</b> please provide a copy of the lease.

**IV. DOCUMENTS TO ATTACH**

<b>Please provide copies of the following documents:</b>
1. Current Lease (if organization rents the premise)
2. Lease or Sublease (if space is rented from the organization)

**V. SIGNATURES**

I certify that I am authorized to submit this form on behalf of the organization, and that the information provided are true and accurate in every respect.	
Name (Please Print)	Date
Position	Signature
<small>FOIP: Your personal information is being collected for the purpose of assessing property and collecting taxes. Any personal information received is being collected and used pursuant to section 33(c) and section 39(1)(a) of the <i>Freedom of Information and Protection of Privacy Act</i> and your personal information will be managed in accordance with the <i>FOIP Act</i>. If you have any questions about the collection, use and disclosure of information, please contact the City's FOIP Coordinator at (403) 320-3821.</small>	