



**Property Tax Rebate Application
For Registered Charities
In Commercial or Industrial Class Properties**

Taxation Year: _____

Tax Roll No. **3024** - _____
(From the owner / landlord)

To Be Completed By Charity Occupying Commercial or Industrial Property

(Form must be received at the tax office by the last day of February of the year following the taxation year)

Under the authority of the Regional Municipality of Waterloo Bylaw 98-049, (as amended)

Name of Organization: _____ <i>(Please Print)</i>	
CRA Charitable Registration No. :	<i>(Please Attach Copy of Registration from Revenue Canada)</i>
Address For Which Rebate Applies: Postal Code:	
Contact Name:	Telephone No. :
E-mail:	Fax No. :
Mailing Address: Postal Code:	
Dates of Occupancy : (if Less Than Entire Year) From _____ to _____	Total Property Taxes Paid to Landlord : \$ _____
PLEASE ATTACH: 1 - COPY OF THE SECTION OF THE YOUR LEASE THAT SUPPORTS THE AMOUNT OF PROPERTY TAXES PAYABLE 2 - COPY OF THE LANDLORD'S INVOICE TO YOU FOR PROPERTY TAXES)	
Charity Declaration: I, the undersigned, hereby certify that the information above is true and correct :	
Name of Authorized Officer:	Title :
Authorized Officer: <i>(Signature)</i>	Date _____ <i>(Mo. / Day / Yr.)</i>

(This Section to be completed by Owner / Landlord of the Subject Property)

Landlord / Property Owner Declaration: I, the undersigned, hereby certify that the information below is true and correct :	
Name of Landlord / Property Owner : _____ <i>(Please Print)</i>	Telephone No.: _____ Fax No. : _____
Mailing Address : _____ Postal Code : _____	
Total Amount of Property Taxes on This Entire Property (as shown on your tax bill) : \$ _____	
Property Taxes Paid to You by This Charity for This Taxation Year : \$ _____	
Percentage Share of <u>Total Rentable Space</u> Occupied by Charity : _____ %	
Landlord / Property Owner : _____ <i>(Signature)</i>	Date _____ <i>(Mo. / Day / Yr.)</i>

PROPERTY TAX OFFICE: 4639 Lobsinger Line,
R. R. #1
St. Clements, ON
N0B 2M0
519-699-4611

Please provide evidence of:

- a) Proof of status as an eligible organization; not for profits to provide most recent financial statement for the organization along with a copy of your charter
- b) Square footage of space occupied by eligible organizations; approximate percentage of the building occupied by the eligible organization
- c) Location within the building
- d) **Property taxes included in lease payments for the year of application** \$ _____
- e) Notice from your landlord of additional payments required