

Please ensure your application is completed in full and that all requested supporting documentation is attached.

**A. Indicate taxation year this Permissive Tax Exemption is applied for:** \_\_\_\_\_  
**Deadline for submission is August 1 of the year prior to the year applied for.**

**B. General Information:**

Name of Organization: \_\_\_\_\_ Mailing Address: \_\_\_\_\_

Contact Person Name and Position: \_\_\_\_\_ Contact Person Email Address: \_\_\_\_\_ Contact Person Phone Number: \_\_\_\_\_

**C. Property Description:**

Registered Owner: \_\_\_\_\_

Civic Address: \_\_\_\_\_ Legal Description: \_\_\_\_\_

Parcel Identifier Number (PID): \_\_\_\_\_ Roll Number / Folio Number: \_\_\_\_\_

**D. Are you a Not-for-Profit Organization registered under the Provincial Societies Act?**  Yes  No  
**Registration Number:** \_\_\_\_\_ **Please select one category below:**

Place of Public Worship

Public Worship Tenant

Supportive Housing

Not-for-Profit Organization

Private School

Other

**E. Principle use of this property and how it benefits the community:**

\_\_\_\_\_  
 \_\_\_\_\_

**F. Please provide details of any other activities conducted on this property:**

\_\_\_\_\_  
 \_\_\_\_\_

**G. What are the goals and objectives of your organization?**

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**H. Requested documents MUST be attached:**

Most recent Financial Statements

Current map or sketch of the property showing dimensions and uses of buildings and grounds.

Current Operating Budget

Lease Agreements for any portion of the property that your organization rents or leases to another party.

**I. Declaration:** *I am an authorized signing officer of this organization and I certify that the information given in this application is correct. Should a Permissive Tax Exemption be granted on this property, I agree to notify the City of Cranbrook if the property is sold prior to the expiration of the exemption. The property use will be in compliance with all applicable municipal bylaws and policies.*

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Personal information contained on this form is collected under the *Community Charter* and in accordance with the *Freedom of Information and Protection of Privacy Act* and will be used only for the purpose of processing the application. For questions or additional information pertaining to your personal information, contact City Hall at 250.426.4211.

Office  
Use Only

Received by and date:

All documents received

Comments: