

# PROPERTY TAX REBATE

## FOR REGISTERED CHARITIES IN LEASED OR RENTED PREMISES

**Application Deadline:** Submit on or before the last day of February of the following year.

### Section A – Completed by Charity

Name of Registered Charity		Taxation Year
Charity Mailing Address (Street Number, Street Name, Suite/Unit Number, City/Town, Province, Postal Code)		
Revenue Canada Charitable Registration Number	Charity Email Address	
Name of Contact	Charity Telephone Number	
Address for which rebate is being sought (as per Property Tax Bill)		Unit(s)/Suite(s) claimed
Occupancy period for application From (dd/mm/yyyy) To (dd/mm/yyyy) TO		Amount of property tax paid by Charity
Is the eligible property tax amount claimed an estimate? (Check one only) <input type="checkbox"/> Yes <input type="checkbox"/> No		

**Declaration of Charity:** I, the undersigned hereby certify the information on this form is true and complete. I understand false or deceptive statements may nullify eligibility and require repayment of the rebate with interest.

Signing Officer Name	Position Title of Signing Officer
Signature of Signing Officer	Date (dd/mm/yyyy)

### Section B – Completed by Property Owner

Landlord/Owner Name	
Landlord/Owner Mailing Address (Street Number, Street Name, Unit Number, City/Town, Province, Postal Code)	
Address for which rebate is being sought (as per Property Tax Bill)	Unit(s)/Suite(s) claimed
Assessment Roll Number <b>1   9   -   2   8   -   0   0   0   -       -       -   0   0   0   0</b>	
Total square footage of the space occupied by the charity	Total square footage of the building
Occupancy in present unit(s) From (dd/mm/yyyy) To (dd/mm/yyyy) TO	Amount of property taxes paid by Charity

**Declaration of Owner:** I, the undersigned hereby certify the information on this form is true and complete. I understand false or deceptive statements may nullify eligibility and require repayment of the rebate with interest.

Landlord/Owner Business Telephone Number	Landlord/Owner Business Email
Signing Officer Name	Position Title of Signing Officer
Signature of Signing Officer	Date (dd/mm/yyyy)

# Property Tax Charity Rebate

## Charity Eligibility

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- Occupy commercial and/or industrial property.
- Be a registered charity under subsection 248(1) of the Income Tax Act (Canada).
- Have a valid Revenue Canada Charitable Registration Number.
- Submit a signed, fully completed application form accompanied by the required supporting documentation.
- Agree to supply any additional information requested to substantiate the application.

## Rebate Information

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- A new application form is required annually. Retroactive rebate claims for missed deadlines or overlooked submissions from prior years will not be accepted.
- Only one application can be submitted per assessment roll number/location. A previous year's application (and supporting documentation) does not constitute any right entitlement for the current or subsequent year.
- Any changes to the property's assessment for the taxation year for which this application is made, will result in a recalculation of the rebate amount.
- You must retain a copy of your application form and proof of submission.

## Documents Required

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- A copy of the applicant's current registration status document referencing the BN/Registration Number from Canada Revenue Agency (CRA). A CRA registration status document may be downloaded from the CRA. Visit the Government of Canada website and refer to Taxes, Charities and Giving for more details.
- A copy of executed lease agreement(s) or other documents confirming all the information indicated in this application. Please submit only relevant sections which identify all parties, outline terms and conditions, occupancy space and periods, property tax obligations and signature pages.
- A tax reconciliation statement, prepared by the property owner, specifying how the eligible tax amount is determined. Please note that HST should not be included in the calculation of property taxes paid by the charity.
- If your eligible property tax amount is an estimate, the city must be notified once the actual amount or property taxes paid by the charity can be determined.

## Submit Application

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**Mail:** City of Vaughan, Property Tax Department, 2141 Major Mackenzie Dr, Vaughan, ON, L6A 1T1  
**Fax:** 905-832-8566  
**Email:** [taxes@vaughan.ca](mailto:taxes@vaughan.ca) (Please use your business email for any communications).  
**In Person:** Inquiry and Payment Counter

For questions, please call 905-832-2281.