

Annual Reporting: Non-Profit Tax Relief Renewal Form. (Confirmation of Ownership, Occupancy and Good Standing) Please complete all required information as listed in this form.

Instructions

NOTE: This form must be filled out to ensure automatic re-enrollment in the program. **Only one form** needs to be completed. For multiple properties please attach a separate list of the Assessment Account Numbers. Do not include any other documents. The form must include the names of two members of the Board of Directors or one Board Member and staff or Volunteer that has signing authority. Form can be mailed to: Grants & Contributions, HRM Finance and Asset Management, PO Box 1749, Halifax, NS B3J 3A5. Or e-mailed to nonprofitax@halifax.ca

Important Notice: The Notification Form must be submitted annually 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.

A fillable copy of this form is available on the Program's web site:

www.halifax.ca/business/doing-business-halifax/tax-relief-non-profit-organizations

1. Name of Non-Profit/Charity:
2. Assessment Account Number (AAN) for properties: (Add a separate list of AAN's for multiple properties)
3. The registration of the organization as a charitable and/or non-profit organization is in good standing: **YES** **NO**
4. The organization remains owner of the property/properties for the year that tax relief is requested (April 1 to Mach 31) **YES** **NO**
5. If a tenant, the organization has a signed lease agreement for the year that tax relief is requested (April 1 to March 31). **YES** **NO**
6. There **has been a change** in the use of the property/properties for which the organization originally applied for tax relief: **YES** (describe change) **NO**
7. 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** (Contact staff for further direction) **NOT APPLICABLE**
8. Required Names

Board of Director

Date:

Board of Director
or Signing Authority

Date:

IMPORTANT - Requests for address changes must be made by e-mailing contactus@311.halifax.ca or Call 311.