

1 Instructions

Please return completed application form with supporting documentation by **July 15** of the current year to be considered for the next permissive tax exemption year, using any of the following methods, to the attention of:

Finance Division, City of Vernon
Mail: 3400 30th Street, Vernon, BC V1H 5E6
Fax: 250-545-7876
Email: finance@vernon.ca

Application Intake Period is annually June 1 to July 15, or the next business day if July 15 falls on a weekend. A separate application is required for each property.

Applications must comply with all guidelines as set out in the policy. Council may, at its discretion, reject any or all applicants in any given year.

The following items must be submitted with the application to be considered:

- Copy of the most current Financial Statements
- Financial Budget for the current year
- Scale drawing of property that includes buildings, parking lots, landscaping etc. *(if applicable)*
- Copy of Lease Agreement *(if applicable)*

Note: The City of Vernon may contact you to request additional information to support your application.

2 Property Information

Property Address

Folio Number

PID Number

Registered Property Owner

The Corporation of the City of Vernon

TAX EXEMPTION – COMPREHENSIVE APPLICATION



3	Organization Information	Year of Exemption _____
Organization Full Name (if different from above)		
Mailing Address		
City		Postal Code
Email		Preferred Contact Name
Telephone Number		Business Number (CRA)
Is your organization not-for-profit? <input type="checkbox"/> Yes <input type="checkbox"/> No		Registration Number
Is your organization the registered owner of the property? <input type="checkbox"/> Yes <input type="checkbox"/> No		
If not, is the organization a lessee under a lease which requires direct payment of property taxes by the lessee to the City of Vernon? <input type="checkbox"/> Yes - if Yes, attach copy of lease <input type="checkbox"/> No – if No, not eligible for Permissive Tax Exemption		

4	Activity, Classification and Ownership/ Lease
Describe the service or services the organization provides to the Community	
What percentage of users are residents of Greater Vernon? _____%	

The Corporation of the City of Vernon

TAX EXEMPTION – COMPREHENSIVE APPLICATION



How does the organization benefit Greater Vernon residents?

Is membership to the Society restricted? If so, to whom?

Categorize the service or services the organization provides to the Community. Check all applicable boxes if your organization fits into more than one category. Please refer to the classification descriptions in the [policy](#).

CATEGORIES	
<input type="checkbox"/> Churches/ Place of Worship	<input type="checkbox"/> Cultural/ Educational
<input type="checkbox"/> Social Service	<input type="checkbox"/> Recreational

If you are a first-time applicant, or if there has been a change or addition to the property please attach a sketch of the property, detailing as accurately as possible the location of the buildings, driveways, landscaping etc.

Attached

New applications will be subjected to a 3 year exemption phase-in period.

5 Declaration – Certification by authorized signatory

I understand that it is our organization's responsibility to contact the City of Vernon if any changes occur with respect to ownership or principal use of property.

I am an authorized signing officer of the organization and I certify that I have read the City of Vernon's tax exemption criteria, that this application complies with its requirements and the information contained in this application is complete and correct.

NAME: _____ **TITLE:** _____

SIGNATURE: _____ **DATE:** _____

"Personal information contained on this form is collected under the *Freedom of Information and Protection of Privacy Act* and will be used only for the purposes of responding to your request".