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ANNUAL APPLICATION – REBATE OF TAXES FOR REGISTERED CHARITIES & OTHER SIMILAR ORGANIZATIONS

Please read the application eligibility requirements and check list on page 3 before completing the application.

The Personal Information on this form is collected under the authority of the Municipal Act 2001, so 2001, c. 25 and will be used to process your Charity Rebate Application.

Calendar Year of Rebate

Name of Registered Charity or Similar Organization

Revenue Canada Charitable Registration Number

Mailing Address (Street Number, Street Name, Suite/Unit Number)

City

Postal Code

Contact Name

Contact Title

Contact Email Address

Contact Phone Number

Property Address for which rebate is being sought (Street Number, Name)

Suite/Unit Number

Occupancy Period for application

From (mm/dd/yyyy)

To (mm/dd/yyyy)

Original Occupancy Date (mm/dd/yyyy)

Lease Expiry/Renewal Date (mm/dd/yyyy)

I, the undersigned hereby certify that the information is true and complete to the best of my knowledge and belief.

Signature and Printed Name of Authorized Officer

Date (mm/dd/yyyy)

Landlord Declaration (to be completed by the Property Owner)

Registered Owner/Company Name

Property Tax Roll Number

Property Class for Occupied Space by Charity

Commercial

Industrial

Total Annual Property Taxes Paid

Total Annual Property Taxes Paid by Charity (do not include HST)

I, the undersigned hereby certify that the information is true and complete.

Landlord or Property Manager Name (please print)

Signature of Landlord or Property Manager

Date (mm/dd/yyyy)

Contact Email Address

Contact Phone Number

For Office Use Only

Verification of Organization's Status:

Yes

No

Tax/Assessment Appeal(s)?, if yes years impacted:

Yes

No

Year(s)

Recalculation Required for Previous Application(s)?:

Yes

No

Forwarded to MPAC:

Yes

No

Assessment for the Property Year

Tax Class	Assessment

Eligibility Conditions

Section 361(1) of the Municipal Act, 2001, S.O. 2001, c 25 requires a municipality to provide a rebate of at least 40 per cent of the property taxes paid by registered charities on eligible properties they occupy.

This legislation also permits the municipality to provide rebates to organizations that are similar to eligible charities.

An Eligible Charity shall submit its registration number issued by the Canada Revenue Agency on the application.

A Similar Organization shall submit its Letter Patent from the Province of Ontario with the first application submitted. Subsequent annual applications do not need to provide the Letters Patent.

The applicant must own and occupy the commercial or industrial property for which the rebate is being sought, or be a tenant in a commercial or industrial property for which a rebate is being sought.

The deadline to submit an application for a taxation year is the last day of February of the following year.

The application must be submitted on or before the deadline date.

Charities with multiple locations need to complete an application per roll number.

The applicant must agree to supply any additional information requested by the City to substantiate the application.

The application is not considered complete unless all required information is provided to the City.

Organization Check List

Landlord Declaration complete

Yes

No

Lease Agreement (with 1st application or year of renewal)

Yes

No

Similar Organizations Letters Patent (with 1st application)

Yes

No