

Please complete this form to include changes to the organization that occurred in the current year. This form will be used to determine whether the property continues to qualify for exemption.

Application deadline: September 30th of the year preceding the taxation year.

I. ORGANIZATION INFORMATION

Organizations Name:
Property Address:
Phone Number:
Mailing Address:
Email Address:
Contact Name:

II. PREMISE INFORMATION

Is the premise owned or leased?
If leased, Start date: _____ End date: _____
What is the square footage of the premises currently occupied by the organization?
Has an area within the facility been issued a gaming/liquor license?
If liquor license, what class of license?

III. CHANGES TO ORGANIZATION

Please indicate any changes that have occurred to the organization since the original application or last renewal form (examples include – changes in size, location, renovations, increase in fees).

IV. DOCUMENTS TO ATTACH

Please provide copies of the following documents:
1. Organizations most current financial statements
2. Fee Schedule (Include membership fees, user fees and any other charges that apply)
3. Current Lease (if applicable)
4. Sublease (if applicable)
5. Liquor License (if applicable)

V. SIGNATURES

I certify that I am authorized to submit this renewal on behalf of the organization, and that the information provided are true and accurate in every respect.	
Name (Please Print)	Date
Position	Signature

FOIP: Your personal information is being collected for the purpose of assessing property and collecting taxes. Any personal information received is being collected and used pursuant to section 33(c) and section 39(1)(a) of the *Freedom of Information and Protection of Privacy Act* and your personal information will be managed in accordance with the *FOIP Act*. If you have any questions about the collection, use and disclosure of information, please contact the City's FOIP Coordinator at (403) 320-3821.