

*Instructions and Checklist*

**Only applications from eligible applicants for eligible properties can be approved. Please confirm your eligibility against the guidelines below before proceeding.**

**If you meet the eligibility guidelines, please read and follow the instructions carefully. Applications which are late, incomplete or are missing supporting documents will be rejected.**

- The deadline for submitting application is **the last day of February** of the year following the taxation year to which the application applies.
- Application can be submitted by:
  - Mail to: City of Greater Sudbury  
Property Tax Department PO  
Box 5555 Stn A  
Sudbury, ON  
P3A 4S2
  - Fax: 705-671-9327
  - Email: [311@greatersudbury.ca](mailto:311@greatersudbury.ca)
  - In Person: First Floor, One-Stop Services, Tom Davies Square, 200 Brady St., Sudbury or at any Citizen Service Centre
- Any person who knowingly makes a false or deceptive statement in this application is guilty of an offence and, upon conviction is liable for a fine.

**Eligibility Requirements**

The Property Tax Rebate is available only to an eligible applicant occupying an eligible property.

To qualify as an eligible applicant:

- (a) the applicant must be a “registered” charity under subsection 248 (1) of the Income Tax Act (Canada), and as such possess a valid Canada Revenue Agency BN Registration Number; and
- (b) must be contractually required to pay property taxes for the property it occupies within the City of Greater Sudbury.

To qualify as an eligible property:

- (a) the property occupied by the eligible applicant must be assessed within the **COMMERCIAL** or **INDUSTRIAL** tax classes as those terms are used in the Assessment Act. Taxes on properties assessed as Residential are NOT eligible, even if occupied by an eligible applicant; and
- (b) there must be no property tax arrears for the year for which the rebate is sought.

**Timely Applications**

Applications for a rebate must be submitted annually. Receipt of a rebate in a prior year does not entitle an applicant to a rebate in a following year. Nor may an applicant rely on information or documents previously filed. A new and complete application is required in each year.

The complete application for a Property Tax Rebate must be received by the Tax Department by the last day of February in the year following the year to which the application applies. Late applications will not be considered. If you are mailing the application, be sure to provide for adequate time for delivery. Be sure that the application is fully completed and signed and all supporting materials are attached before submitting.

**Completing the Application**

Please ensure that all sections of pages 1 and 2 of the application form are fully completed, to avoid your application being rejected.

**Part A** of the Application Form should be completed by the charity applying for the rebate.

**Part B** of the application form must be completed by the owner of the property occupied by the charity. Before filing the application form, be sure that the property owner remembered to sign the Property Owner Declaration at the bottom of Page 2, declaring the accuracy of the information in the form.

Keep in mind that the applicant is responsible to supply any information requested by the City of Greater Sudbury to substantiate the application. There may be additional information required in some circumstances to process the application. If not provided, the application will be rejected.

**Supporting Documents**

To be fully complete, an application for a rebate must also include all of the following documents. Incomplete applications will be rejected. Remember, as stated above, these documents must accompany your application even if the documents were submitted as part of an application for a prior year.

- A Copy of Revenue Canada's Recent Confirmation of Registration Number or Letter of Good Standing.
- A Copy of the Lease that sets out the amount of property taxes required to be paid by the charitable organization.
- A receipted invoice from the property owner of the amount of property taxes paid by the charitable organization.

**Adjustments**

In the event of a clerical error in calculating the rebate, or in the event of a reduction in property taxes pursuant to provincial legislation, the rebate amount will be recalculated and any overpayment will be recovered by the City of Greater Sudbury.



200 Brady St., P.O. Box 5555 Stn. A Sudbury ON P3A 4S2

# Application for Rebate of Property Taxes by Registered Charity

for the Year \_\_\_\_\_

## PART A – TO BE COMPLETED BY THE APPLICANT CHARITY

**The Undersigned Registered Charity applies for a Property Tax Rebate pursuant to By-law 2003-95F. The undersigned represents that it paid property taxes for the property it occupied during the year of application and that the property it occupied is assessed as commercial or industrial property.**

NOTE – Submit with Application: Proof of status as Registered Charity / Lease / Proof of Amount Paid as Property Taxes

Name of Applicant Registered  
Charity

\_\_\_\_\_

Revenue Canada Charitable  
Registration Number

|  |
|--|
|  |
|--|

Address of Property occupied by  
the Charity for which Rebate is  
applied

\_\_\_\_\_

Name of Contact Person at Charity

\_\_\_\_\_

Mailing Address for Contact Person  
(if different from Property Address)

\_\_\_\_\_

Contact person:  
Telephone:

\_\_\_\_\_

Fax:

\_\_\_\_\_

Email:

\_\_\_\_\_

I, the undersigned am a signing officer for the Registered Charity noted above. I certify that the above information is true, correct and complete and understand the City will be relying on such information in processing the application.

I authorize the release by third parties of all information that may be required to verify the accuracy of any information submitted with this application.

I also acknowledge that I must inform the municipality of any changes in the above which affects my eligibility for a rebate.

Signature of Charity's Signing Officer

\_\_\_\_\_

Name and Title of Signing Officer

\_\_\_\_\_

Date

\_\_\_\_\_

Personal information is collected on this form pursuant to Greater Sudbury By-law # 2003-95F and will be used to determine eligibility for a property tax rebate for a registered charity. If you have any questions, contact the Manager of Taxation, City of Greater Sudbury, 200 Brady Street, PO Box 5555, Station A, Sudbury, Ontario, P3A 4S2.



## for the Year

Name of Registered Owner(s) \_\_\_\_\_

Roll Number for Property for which Rebate is sought 5307

|   |   |
|---|---|
| <b>CERTIFICATION TO BE COMPLETED BY PROPERTY OWNER</b>  |   |
| <p>The undersigned is/are (     ) registered owner(s) / (     ) signing officer for the registered owner of the property noted above, for which an application is submitted by the tenant named above for a tax rebate.</p> <p>The undersigned certifies that the above information is true, correct and complete and understands the City will be relying on such information to process the application for a rebate.</p> <p>The undersigned also acknowledges that the City of Greater Sudbury, Tax Department should be advised of any errors in or changes required to the information provided in the section headed “Taxes Payable by Charity” as this affects eligibility for a rebate.</p> |   |
| <div style="border-bottom: 1px solid black; height: 40px; margin-bottom: 5px;"></div> Signature   |   |
| <div style="border-bottom: 1px solid black; height: 40px; margin-bottom: 5px;"></div> Title of Signing Officer (if applicable)  | Date of Application: <div style="border-bottom: 1px solid black; width: 150px; display: inline-block;"></div> |

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