

Application for Tax Exemption – Non-Profit Organization

Tax Year 2025

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CANADA)
PROVINCE OF)
BRITISH COLUMBIA)

**IN THE MATTER OF THE TAXATION EXEMPTION
BYLAW PURSUANT TO SECTION 224(2)(a) OF THE
COMMUNITY CHARTER IN THE CITY OF SURREY
(exemption from taxation under Annual Property
Tax Bylaw for tax year 2025)**

I, _____ of _____
(Name) (Address & Postal Code)

Telephone No. _____ / _____ e-mail _____
(Work) (Home)

in the Province of British Columbia, DO SOLEMNLY DECLARE THAT

(a) I am the _____ of the _____
(position currently held)
_____ and as such
(name of association, society or organization)

have knowledge of the facts hereinafter deposed with respect to the subject property for which a tax exemption application is being made;

(b) The property is in compliance with City bylaws, policies and regulations;

(c) All of the information provided below and materials submitted to the City in support of this application are complete, true and correct in all respects; and

(d) I understand that the City of Surrey may adjust a permissive property tax exemption for a property should factors important to the eligibility of the property for an exemption change at any time.

AND I make this solemn declaration, conscientiously believing it to be true and knowing that it is of the same force and effect as if made under oath, and by virtue of the CANADA EVIDENCE ACT.

DECLARED before me at Surrey
in the Province of British Columbia
this _____ day of _____, 2024.

A Commissioner for taking Affidavits within
British Columbia or
A Notary Public in and for the Province of British Columbia

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(Signature of Applicant
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(Name of Applicant (Please Print)
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(Title of Applicant
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(Organization

PART A: Applicant Information

1. Full name or title of organization: _____
2. Registered Owner (if different from above): _____
3. Property Address: _____
4. Contact Person (provide contact information for up to two people that staff can contact regarding the submission as necessary).

Name: _____

Name: _____

Title: _____

Title: _____

Daytime phone no: _____

Daytime phone no: _____

e-mail: _____

e-mail: _____

5. Registered Charity Number: _____

PART B: General Information

1. Is this a new application for a permissive property tax exemption:
☐ Yes ☐ No
2. Is the organization the owner of the property:
☐ Yes ☐ No
3. Has there been any change in status or use of the building or property in the last 12 month:
☐ Yes ☐ No

If yes, please explain below (use additional paper as attachment as necessary):

4. Is the permissive exemption being sought for:
☐ The whole parcel **OR** ☐ A portion of the parcel (describe in square feet and/or submit a site plan. Use a separate piece of paper as necessary.)

5. Does anyone live on the property:
☐ Yes ☐ No

5.a. If yes:

How many people live on the property: _____

Is there a Community Care and Assisted Living License for the property:

☐ Yes

☐ No

6. List the type of buildings, their use and gross floor area for all buildings on the property:

Building Type and Use			Gross Floor Area
Type and number of parking spaces available on site	Gravel: _____	Blacktop: _____	Undeveloped: _____
What is the square footage of the living area?			

7. In accordance with the *Community Charter*, and the City's policies related to transparency, the name of an organization and the property it is seeking a permissive tax exemption for is publicly available. The City of Surrey recognizes that some non-profit organizations serve vulnerable members of our community. Indicate if the property you are seeking an exemption for should remain confidential to ensure the safety of your clients.

☐ Yes

☐ No

If yes, please explain briefly below why the property should remain confidential. (If required, use additional paper as attachment.)

PART C: Services Information

1. What is the principal use of the property?

2. What charitable and/or outreach services do you provide to the residents of Surrey?

3. Are services provided free of charge:
☐ Yes ☐ No

If no, please explain why (use additional paper as attachment as necessary):

4. State the days and time periods that services and/or programming are available (use additional paper as attachment as necessary):

Program	Dates and Hours of Operation

5. How is your organization a complementary extension to City services and programs?

6. How is your organization accessible to the public? How is the public made aware of your services?

7. Specify the number of users of your service during the most recent fiscal year. Of these users, specify the number who are residents of Surrey and advise how you know they are Surrey residents.

8. An important and much needed service in the city is Extreme Weather Response (EWR) shelters. EWR shelters are temporary shelters that open overnight during extreme weather alerts. The Homelessness Services Association of British Columbia (HSABC) is contracted to manage EWR shelters in Surrey. Funding is not provided for rent, so shelter spaces are sought free of charge from community organizations. Please indicate if your organization would consider providing your place of worship as an EWR shelter. City staff will be in contact if you indicate that your space could be used as an EWR shelter. **Please note that indicating yes or no to being an EWR shelter has no impact on your eligibility for a permissive property tax exemption.**

☐ Yes

☐ No

PART D: Financial Information

1. Provide details of revenue generating activities on your property; such as daycare, pre-school, catering, hall rental, thrift shop, etc. We require the following information for each activity. Use a separate piece of paper as necessary.

Activity	Organization or Operator	Fee charged	Annual income

2. Have you applied for or received funding from any other government or non-government organization? (For example, Federal or Provincial Government, B.C. Housing, B.C. Rental Housing, United Way, private donors, endowment funds, or other agencies)

☐ Yes

☐ No

Funding Agency	Type of Grant or Funding	Amount	Status

Do any of the above listed sources include provision for property taxes?

☐ Yes

☐ No

PART E: Additional Information

1. Indicate any other activities/comments which may be pertinent to your application (if required, use additional paper as attachment):
