



**2024 Tax Relief Application for
Registered Charitable Organizations**
CONFIDENTIAL

Office use only: File N. _____

All applications must be filed with our office no later than **4:30 PM on the last day of February 2025.**

Charitable Organization (one application per property)		
Charitable Organization Name		
Revenue Canada Charitable Registration Number (BN xxxxx xxxx RR0001)		
Mailing address (Street Number, Street Name, Suite/Unit Number)	City	Postal code
Contact Name and Title		
Contact Phone number	Contact Email Address	
<i>I have the authority to bind this Charitable Organization and to certify that the information contained herein is true and correct.</i>		
Signature	Date (dd/mm/yyyy)	
Property Occupied (by the above-mentioned Charitable Organization) for which rebate is being sought		
Street Address (Street Number, Street Name, Suite/Unit Number)	City	Postal code
Property Roll Number (As appears on tax bill)		
Please indicate property occupancy dates in 2024 :	From (dd/mm/yyyy)	To (dd/mm/yyyy)
Original date of occupancy (dd/mm/yyyy)	Lease expiry/renewal date (dd/mm/yyyy)	
Area occupied by applicant in sq. ft	Total building rentable area in sq. ft	
Note: The below property tax figures must not include other fees/taxes such as HST, Common Charges etc....		
Monthly rent (including portion of property taxes) \$	Monthly proportionate share of property taxes \$	
As a charitable organization, do you occupy the ENTIRE complex at the above property?		YES NO
As a "Tenant" are you sub-leasing any space?		occupying any subleased space? not applicable
If so, to/from who?		Space occupied in sq. ft
Landlord Confirmation (information within the above-mentioned Property Occupied section is accurate)		
Landlord/ Owner Name	Contact person (if other than landlord/ owner)	
Mailing Address (Street Number, Street Name, Suite/Unit Number)	City	Postal code
Landlord/Owner Phone Number	Landlord/Owner Email Address	
Is the above tenancy under a Gross Lease or Net Lease Agreement?		
If tenant is under a Gross Lease—please provide statement of taxes paid by charitable organization.		
<i>I have the authority to certify that the Leased Property information contained herein is true and correct.</i>		
Title	Signature/ Confirmation	Date (dd/mm/yyyy)
The following information MUST be submitted per each application		
1. Recent copy of Revenue Canada's Confirmation of Registration Number. You may print a current copy of your organizations Canadian Registered Charities - Detail page online		
2. Copy of Head Lease and/or Sub-Lease agreement		
3. Copy of the 2024 Final Property Tax Bill		
4. Copy of property management agreement if management company is representing the landlord		
5. For new/first time applications <u>QR EFT</u> information updates—please complete the Accounts Payable's Request for Vendor Payment by Direct Deposit (EFT).		

RETURN APPLICATIONS BY MAIL OR E-MAIL: The City of Ottawa, 100 Constellation Drive, 4th floor East, Ottawa, Ontario K2G 6J8, ATTN: Charitable Rebates **OR** charitablerebates@ottawa.ca

If any Benefits received from this application were accepted under false pretense, the total amount shall be revoked and recovered by whatever means deemed necessary by the municipality. Personal information on this form is collected under the authority of section 361. of the Municipal Act.

For questions regarding this program, please call the City of Ottawa- Revenue Branch 613-580-2444, or e-mail: charitablerebates@ottawa.ca