

## Checklist – Leased Place of Worship

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The following documentation is required for a complete submission:

**Application Form**

To be signed by a current Director as listed on the most recent list of directors and witnessed by a Commissioner for taking Affidavits or a Public Notary. The City Clerk's Office provides this service free of charge in the Clerk's Office on the fifth floor, east tower of City Hall, 8:30 a.m. – 4:30 p.m. Monday through Friday, excluding statutory holidays. Please note that witnessing a signature does not mean that staff is verifying that your application is complete or has been approved. Staff will contact the applicant if there is any outstanding information missing in the application submission. Applicants may also use a Public Notary at their own cost.

**Most recent list of directors as submitted to a governing body** (a Statement of Registered Directors and Registered Office from the Province **or** a T1235E form from Canada Revenue Agency)

**T1242E letter** from the Canada Revenue Agency (if the organization is a registered charity)

**Certificate of Good Standing** (if the organization is incorporated under the *Societies Act*).

If your organization has an incorporation number and submits an annual report to the Province, a Certificate of Good Standing is required. Applicants can order the certificate online at:  
[https://www.corporateonline.gov.bc.ca/WebHelp/overview\\_cogs.htm](https://www.corporateonline.gov.bc.ca/WebHelp/overview_cogs.htm)

**Copy of the lease agreement**, with the leased area and term specifically defined, and that the leasing organization is responsible for payment of property tax.

In order to be considered for a permissive tax exemption, you must have an active lease agreement for the tax year being considered. Therefore, for 2025, you must have a signed lease agreement indicating that your organization will be the legal occupier of the property you are seeking an exemption for the 2026 tax year. **Council will be unable to consider applications for organizations with a lease agreement that expires prior to December 31, 2026.**

In addition to the above noted submission requirements, all **new** applicants must also submit:

**Floor plan**, showing each room along with its purpose

**Interior photos** of each room listed on the floorplan

**Exterior photos** showing the hours of operation and signed

**Site plan** showing any parking and / or outbuildings and their use

**Certificate of Incorporation**

Staff will advise if any documentation is missing. Please allow up to five business days for staff to review your application after it has been submitted.



**PART A: Applicant Information**

- 1. Full name or title of organization: \_\_\_\_\_
- 2. Registered Owner of Property: \_\_\_\_\_
- 3. Address of property to be considered for a permissive exemption:  
\_\_\_\_\_

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. Is the organization a registered charity?  
 Yes  No

5.a. If yes, please provide your registered charity number:

6. Is the organization an incorporated society (i.e. – does the organization file an annual report with the Province of BC)?  
 Yes  No

6.a. If yes, please provide your incorporation number:

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**PART B: General Information**

- 1. Did the property receive a permissive tax exemption for the 2025 tax year:  
 Yes  No
- 2. Does the lease agreement indicate that the lessee is responsible for paying property taxes:  
 Yes  No
- 3. How long is the term of the lease: \_\_\_\_\_
- 4. When does the lease expire: \_\_\_\_\_

5. 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 briefly below (If required, use additional paper as attachment.)

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6. 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.)

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**Note:** areas of the property that are not used for public worship, including accommodation, care homes, retirement homes, hospitals and/or commercial activities, are not eligible for consideration of a permissive exemption.

7. List the type of buildings, their use and gross floor area for all buildings on the property (if required, use additional paper as attachment):

Building Type and Use	Gross Floor Area
Number of parking spaces available on site	
How many people live in any building(s) on the property?	
What is the square footage of the living area?	

8. To the best of your knowledge, are there any plans to sell or redevelop the property in the next 24 months:  
 Yes  No

Should the property be sold prior to end of the tax year being considered, the permissive tax exemption will be automatically removed and the property will be be liable to taxation from the date of the transfer, sale, or change of lease, as the case may be.

**PART C: Services Information**

1. What is the principal use of the property?

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2. What charitable and/or outreach services do you provide at no charge to the residents of Surrey?

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3. State the days and time periods that services and/or programming are available (if required, use additional paper as attachment):

<b>Program</b>	<b>Dates and Hours of Operation</b>

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

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

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6. 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.

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7. Is every building on the lands in use and currently set aside for public worship?

Yes  No

8. Is any portion of the property used exclusively for daycare or preschool purposes?

- Yes  No

Regardless of exclusivity, provide details regarding the daycare and/or preschool operator as follows:

Provider: \_\_\_\_\_

Contact information: \_\_\_\_\_

**If the church does not run the daycare and/or preschool, please submit a copy of the provider's license and charity registration number, as well as a copy of the lease agreement.**

9. An important and much needed service in the city is Extreme Weather Response (EWR) shelters. EWR shelters are temporary shelters (mats on the floor) that open overnight during extreme weather alerts. The Homelessness Services Association of British Columbia (HSABC) is contracted by BC Housing to coordinate the EWR program in Surrey. Experienced non-profit shelter providers are contracted by BC Housing to manage and staff the EWR shelters. 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

