

Checklist – Societies that Lease from the City

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 incorporate 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

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.

Application for Tax Exemption – Societies that lease from the City Tax Year 2026

The personal information on this form is collected for the purpose of an operating program of the City of Surrey as noted in Section 26(c) of the *Freedom of Information and Protection of Privacy Act*. If you have any questions about the collection and use of this information, please contact Legislative Services at 604-591-4132.

CANADA)
PROVINCE OF)
BRITISH COLUMBIA)

**IN THE MATTER OF THE TAXATION EXEMPTION
BYLAW PURSUANT TO SECTION 224(2)(b) OF THE
COMMUNITY CHARTER IN THE CITY OF SURREY
(exemption from taxation under Annual Property
Tax Bylaw for tax year 2026)**

I, _____ in the Province of British Columbia,
(first and last name of applicant)

DO SOLEMNLY DECLARE THAT

(a) I am the _____ of the _____ and as such
(position currently held)
(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 _____, 2025.

(
(
(
(
(
(
(

Signature of Applicant
(
(
(

Name of Applicant (Please Print)
(
(
(

Title of Applicant
(
(

Organization

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

PART A: Applicant Information

- 1. Full name or title of organization: _____
- 2. Registered Owner: City of Surrey
- 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. Is the organization a registered charity?
 Yes No

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

-
- 6. Is the organization an incorporated non-profit (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:

PART B: General Information

- 1. Is this a new application for a permissive property tax exemption:
 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. How many years/months remain on the term of the lease: _____
- 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 below (use additional paper as attachment as necessary):

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.)

7. 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: _____
How many people live in any building(s) on the property?			
What is the square footage of the living area?			

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.

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):
