



City of Regina

City of Regina Housing Incentives Policy

Affordable Ownership Tax Exemption Application

The City of Regina provides a five-year, 100% tax exemption for the development of affordable housing by non-profits. This includes affordable home ownership¹. A summary of the Policy and information about the Housing Incentives Program are available on Regina.ca under the Housing section.

To be eligible, applicants must also have received an affordable home ownership capital grant from the City of Regina. Applications must be completed and returned by the Purchaser by the deadline outlined below. Agreements will be sent to eligible owner(s) and must be returned in a timely manner. Failure to return agreements will result in loss of the tax exemption.

Eligibility Requirements

- Completed application form including a copy of the property title and an approved Building Permit.
- Application for tax exemption must be completed before October 31 for consideration for an exemption to begin on January 1st of the following year. Where this application is returned between November 1 and December 31, the exemption will be delayed by an additional year.
- The owner(s) must enter into a legal agreement with the City, which sets out the terms and conditions through which the exemption will be provided. This agreement will be sent to you via the information provided. Failure to return the legal agreement will result in loss of tax exemption.
- Development must be approved under the Affordable Home Ownership Capital Grant program. You should inquire with the developer or sales representative to understand eligibility for your unit under this program.
- Outstanding property tax balances and other charges to the City of Regina must be paid.
- Dwelling must be owner-occupied.
- The exemption applies to the land and building assessment for residential purposes and excludes any portion utilized for commercial or other purposes.

¹ *The Education Property Tax Act* specifies that any exemption of education property taxes that is \$25,000 or greater must be approved by the Government of Saskatchewan. As a result, the exemption may cover the municipal and library portions of the taxes only. Where the exemption of the education portion of the property taxes is not approved or is reduced, the Owner will be required to pay the balance of the education portion of the property taxes and the City shall not be liable to the Owner for any amount of the tax exemption, which would have otherwise been granted to the Owner.

- To be eligible, applications must be made while development is underway.

Not Eligible

- Existing rental apartments that are being converted to condominium units.
- Existing housing units, renovations, homes built on existing foundations, group or care homes.
- Units owned by a private company or corporation; tax exemption must be transferred to individual purchasers.
- Ownership units (condominiums) that are being rented for Short-Term Accommodation (e.g. AirBnB)
- Site where an existing heritage building has been demolished.

Property to be Exempted:

Property Address*: _____ Postal Code: _____

Legal Description: _____

*For multi-unit developments, please attach an additional sheet with the addresses for all units eligible for an exemption.

Legal documents, which are required for tax exemption eligibility, will be sent to the property to be exempted. Please provide that address below. If the provided mailing address is different from the mailing address on file at the City, you are required to update your address with the Property Tax & Utility Billing Branch. You may confirm the address on file and update by logging in to your account on eProperty under MyAccount (Regina.ca/Myaccount) or by completing a Notification of Address Change form. (This will only update your Property Tax account.) Failure to return legal agreements sent to you will result in loss of the tax exemption.

Full Name(s) of Property Owner(s): _____

Exempted Property Mailing Address: _____

City: _____ Postal Code: _____

Home Phone: _____ Work Phone: _____ Cell Phone: _____

Email: _____

Project Information

1. Do the units meet all eligible criteria under the Housing Incentives Policy Capital Grant Program including income threshold requirements and primary residence qualifications? (Requirements can be found on Regina.ca or provided by the developer)

Yes No

2. Is the unit owner occupied?

Yes No

3. Is the unit already under construction?

Yes. Start date: dd/mm/yyyy

No. I expect to obtain the building permit by dd/mm/yyyy

4. When do you expect to occupy the unit (possession)?

Construction is complete but sale has not been finalized.

Sale is finalized and possession date has been established.

Expect possession by dd/mm/yyyy

5. Please attach the following information to this application:

A current title for the property or properties being developed. If there is more than one lot, provide the title for each lot.

An approved building permit and occupancy permit. Permits can be obtained by calling the City of Regina at 306-777-7000, or the developer can provide permits to be added to this application.

I, the undersigned, understand the conditions of eligibility and hereby apply for a conditional tax exemption under the City of Regina Housing Incentives Policy.

Signature: _____

Date: _____
dd/mm/yyyy

Complete this form and return it to:

City of Regina
Assessment, Tax & Utility Billing Department
4th Floor, City Hall, 2476 Victoria Avenue
PO Box 1790, Regina, SK S4P 3C8
Phone: 306-777-7000 Fax: 306-777-6822
propertytaxexemptions@regina.ca

All personal information collected on this form is handled and maintained in accordance with the City of Regina's Customer Privacy Policy, which is available on Regina.ca.