



City of Regina

City of Regina Housing Incentives Policy City Centre Tax Exemption Application

The City of Regina provides a 3 year, 100% tax exemption to encourage new market ownership units in Regina's City Centre. This tax exemption is available in Program Area 1 in the Housing Incentives Policy. The Program Area map is provided in Schedule 1 of this application form and information about the Housing Incentives Program are available on Regina.ca under the Housing section.

To be eligible, applications must be made while development is underway and will not be accepted retroactively once development is complete. Applications for affordable rental or ownership units should use application specific to affordable developments.

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.
- That exemption provides a three-year exemption on property taxes for Ownership Units (i.e. Condominium) with a building of four units or more.¹
- The applicant must enter into a legal agreement with the City setting out the terms and conditions through which the exemption will be provided. The legal agreement will be sent to you at the address provided. Failure to return a legal agreement may result in loss of tax exemption.
- The exemption is provided for new construction or for the conversion of a commercial/institutional building or other non-residential property into new housing units.
- The exemption applies to the land and building assessment for residential purposes and excludes any portion utilized for commercial or other purposes.
- To be eligible, applications must be made while development is underway.

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.

- Outstanding property tax balances and other charges to the City of Regina must be paid.

Not Eligible

- Existing housing units, renovations, homes built on existing foundations, group or care homes.
- Existing rental apartments that are being converted to condominium units.
- Ownership developments with less than four units.
- 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 ²:

Property Address: _____ Postal Code: _____

Legal documents, which are required for tax exemption eligibility, will be sent to the applicant's address. For homeownership units, this must be the property to be exempted. 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 Applicant: _____

Exempted Property Mailing Address: _____

City: _____ Postal Code: _____

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

Email: _____

² A specific application must be made for each project address. Rental building may apply under one application. Ownership unit applications must be made for each unit.

Which of the following applies to you?

- I am a developer or representative of the property owner working on a project for a private sector developer. Please specify: _____
- I am an authorized representative of a non-profit, First Nation or Métis, or co-operative housing organization. * Please specify: _____
- I am a registered unit owner (ownership units only).

Owner's address (if different from Applicant address). Address must be the purchased unit if applying for homeownership tax exemption:

Full Name(s) of Owner: _____

Company Name (if applicable): _____

Mailing Address: _____ City: _____

Province: _____

Postal Code: _____

Home Phone: _____

Work Phone: _____

Fax: _____

Cell Phone: _____

Email: _____

Project Information

1. Please provide property details:

Address: _____ Subdivision: _____

Lot(s): _____ Block: _____ Plan No: _____ Zone: _____

2. How many dwellings are being built or purchased?

_____ Owner-occupied units _____ Rented units

3. Is this project new construction or a conversion of an existing non-residential building?

- All new construction
- Conversion of an existing commercial or other building

4. What kind of development is this?

- Townhouse ownership development
- Rental apartment building
- Condominium ownership building
- Mixed residential-commercial
- Other (please describe) _____

*Articles of incorporation and other administrative documents may be requested.

5. Will any portion of the development be new or existing commercial? If so, what is the floor area of the commercial space?

- Yes, the new commercial space is: _____(area)
- Yes, the existing commercial space to be retained is: _____ (area)
- No, the project is residential only.

Proposed Development Schedule

6. Will the development be completed in multiple phases?

- No, construction will be completed in one phase of development.
- Yes, construction will be completed in _____ (number of) phases.

7. Which phase(s) are you applying for at this time?

8. Please provide the following details for each phase of development:

PHASE 1

Start date: _____
dd/mm/yyyy

Completion date: _____
dd/mm/yyyy

How many units: _____

Which floors: _____

PHASE 2

Start date: _____
dd/mm/yyyy

Completion date: _____
dd/mm/yyyy

How many units: _____

Which floors: _____

PHASE 3

Start date: _____
dd/mm/yyyy

Completion date: _____
dd/mm/yyyy

How many units: _____

Which floors: _____

9. If you plan to complete more than three phases of development or if there are other special details about the project that you think may impact your application or the phasing of an exemption, please explain in detail below:

10. Is the property eligible for a tax exemption under the Housing Incentives Policy for the Preservation of Heritage Properties (MIPPHP)? (Please note: MIPPHP is a separate policy and application process.)

- No, the property is not a Municipal Heritage Property
- Yes, the property is designated as a Municipal Heritage Property and:
 - Application for a Municipal Heritage Property designation is in progress
 - Application for a tax exemption under the MIPPHP is planned
 - The property has already received or is currently receiving a Heritage Exemption under the MIPPHP

11. Will you be applying for capital incentives for affordable or below market rental or below market homeownership units (rental rates and income requirements apply):

- Yes, my application has been submitted to the Urban Planning Branch.
- No, the project is a market ownership or rental development.

12. Please attach the following information to this application:

- An approved building permit. Permit information can be obtained by calling the City of Regina at 306-777-7000. For ownership units, the developer can provide the permit to be added to this application.
- An approved occupancy permit. For ownership units, the developer can provide you with this permit.
- A current title for the property or properties.
- A copy of the Corporate Profile (if owned by a corporation).

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

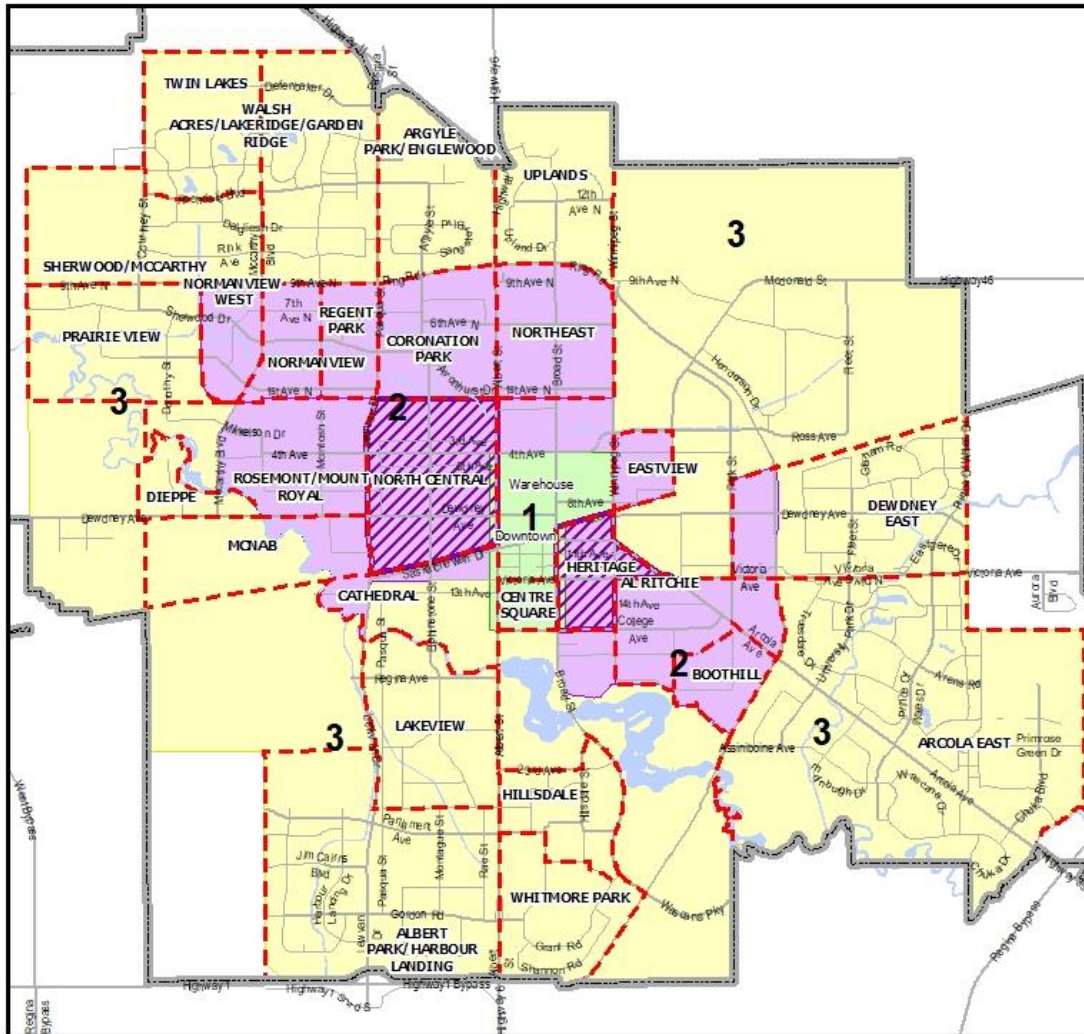
Signature: _____ Date: _____
dd/mm/yyyy

Complete this form and return it to:

**City of Regina
Assessment & Taxation Department
4th Floor, City Hall, 2476 Victoria Avenue
PO Box 1790, Regina, SK S4P 3C8
Phone: 306-777-7000 Fax: 306-777-6822**

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**.

Housing Incentives Program Areas



Legend

- City Limits
- Community Associations
- Incentive Program Areas**
- 1 - City Centre
- 2 - Inner city & Established Neighbourhoods Special Policy Area
- 2 - Inner city & Established Neighbourhoods
- 3 - Developed & New Areas

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May 2019

