



City of Regina

City of Regina Housing Incentives Policy Rental Repair Tax Exemption Application

The City of Regina provides up to a five-year, 100% tax exemption for the repair of existing rental units that are offered at below market rates^{1,2}. A summary of the Policy and information about the Housing Incentives Program are available on Regina.ca under the Housing section. A flowchart illustrating the process to obtain a tax exemption is provided in Appendix A to this application form.

To be eligible, applications must be made before repairs are underway and will not be accepted retroactively once development is complete.

Eligibility Requirements

- Completed application form including a copy of the property title, copy of the Signed Integrity Declaration and Scoring/Viability Assessment Calculator established under the National Housing Co-Investment Fund.
- A tax exemption may be granted to a maximum value equivalent to 50% of eligible work costs or the total property taxes payable over five years; whichever is the least.
- A minimum of five (5) dwelling units must be repaired as part of the application. Dwelling units can be located within the same property or in multiple properties.
- The Owner(s) 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 emailed to you at the email address provided. Failure to return a legal agreement provided by the City will result in loss of tax exemption.
- Owner(s) are required to confirm annually for five (5) years through an affidavit that a minimum of two (2) or 30% of units, whichever is greater, are kept at rental rates below the Maximum Rental Rates (Rental Repair Program).

¹ Value of the Tax Exemption is the lesser of 50% of the actual Eligible Costs incurred by the owner in completing the repairs to one or more existing Purpose Built Rental Units; the financial commitment made by CMHC through the National Housing Co-Investment Fund, or an amount equivalent to the total property taxes on the repaired Purpose Built Rental Property payable for five years

² *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.

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

Not Eligible

- Cosmetic improvements, painting, repairs, regular maintenance and new additions are not Eligible Costs.
- Repairs that were completed before a complete application was submitted.

How should we contact you/where should we send legal papers? 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: _____

Applicant's Primary Residence Mailing Address: _____

City: _____ Postal Code: _____

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

Email: _____

Present Owner (if different from Applicant):

Full Name(s) of Owner: (Include registered company name, including numbered companies)

Address: _____

Phone / Fax: _____

Email: _____

Eligibility Information

1. The following is a list of eligible applicants. Check the one that applies to you:

- I am the owner renting five or more units.
 I am a developer/representative of the property owner working on a rental development for the private market.

2. Corporate Status (Proof of status must be provided)

- Charitable Non-Profit Membership Non-Profit (affidavit must be provided)
 Private Sector Other _____
 Co-operative

3. Check what type of rental housing unit is being repaired.

- Single Detached Dwelling Duplex/Semi-detached Rental apartment building
 Triplex Mixed residential-commercial
 Fourplex Other _____

4. Check how many rental units are being repaired?

Number of units _____

5. Properties to be exempted

Civic Address	Legal Description	# of Units to be Repaired

6. Please provide a description of the proposed repairs.

7. Are the Units being repaired currently occupied?

- No Yes

If Yes, describe how the tenants will be accommodated or relocated during repairs

8. 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: _____
- Yes, the existing commercial space to be retained is: _____
- No, the project is residential only.

9. Project Construction Timeframe

- I expect to obtain the Building Permit(s) by: _____
- I expect to obtain the Occupancy Permit(s) by: _____

10. Please attach the following information to this application:

- A current title for the property or properties being repaired. If there is more than one lot, provide the title for each lot.
- Floorplans identifying the location of each Rental Unit being repaired.
- A copy of the Signed Integrity Declaration and Scoring/Viability Assessment Calculator established under the National Housing Co-Investment Fund.
- A itemized schedule of proposed repairs and costs. Where an application applies to multiple properties the Applicant must provide a schedule of proposed repairs for each individual property.
- A current Corporate Profile report, for Organizations applying.

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

Applicant Name – Please Print

Signature of Authorized Representative of Sponsoring Organization

(dd/mm/yyyy)
Date

Owner name – Please Print

Signature of Authorized Representative of Owner

(dd/mm/yyyy)
Date

Complete this form and return it to:

**City of Regina
Social & Cultural Development Branch
6th Floor, City Hall, 2476 Victoria Avenue
PO Box 1790, Regina, SK S4P 3C8
Phone: 306-777-7000 Fax: 306-777-6822
chs@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**.

Appendix A – Rental Repair Tax Exemption Application Process

