



City of Regina

City of Regina Housing Incentives Policy Secondary Suite Tax Exemption

The City of Regina provides a five-year, 25% tax exemption for the development of new legal secondary suites in Program Areas 1 and 2 as well as Laneway and Garden Suites in all Program Areas of 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 section¹.

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

Eligibility Requirements

- Completed application form including a copy of the property title and an approved Building Permit for the Secondary Suite.
- 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.
- After a complete application has been submitted, the Applicant must provide a copy of the Occupancy Permit once issued or a letter of completion (in case of a new suite in an existing home).
- The owner 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 via the information provided. Failure to return a legal agreement provided by the City will result in loss of tax exemption.
- New Secondary Suite is in qualifying single detached dwelling property or is a Laneway or Garden Suite approved through the City Pilot Project.
- Outstanding property tax balances and other charges to the City of Regina must be paid.
- Two-unit rental building in an R1 Zone

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.

Not Eligible

- Single-detached dwelling owned and rented by an individual, private company or corporation.
- Single-detached homes with an existing secondary suite.
- Single-detached dwelling with a secondary suite where the secondary unit is not rented.
- Secondary Suites in Program Area 3 (Excluding Laneway or Garden Suites through City Pilot Project)

Property to be Exempted:

Property Address: _____ Postal Code: _____

Legal Description: _____

Legal documents, which are required for tax exemption eligibility, will be sent to 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 Property Owner(s): _____

Owner's Primary Residence Mailing Address: _____

City: _____ Postal Code: _____

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

Email: _____

Project Information

1. Secondary Suite Type

Located within Primary Dwelling Laneway or Garden Suite (Approved pilot projects).

2. Has the suite been built to Building Code and Zoning Bylaw requirements?

Yes No

