



City of Regina

Housing Incentives Policy: Tax Exemption for Secondary Suites and Backyard Suite

Applicant Name:	Date Received (Office Use):
Project Address:	Received by (Office Use):

Section 1.0 Introduction

The City of Regina provides a five-year, 25% tax exemption¹ for the development of new or the legalization of Secondary Suites and Backyard Suites in Program Areas 1, 2 and 3 (see Appendix A of this application form for a map of the Program Areas). Tax exemptions only apply to the residential portions of the property.

Applications may be submitted during construction and must be submitted no later than October 31st of the year in which an Occupancy Permit is received for an exemption to begin on January 1st of the following year. Developments that receive an Occupancy Permit after October 31 are eligible to apply for tax exemptions in the following calendar year.

Outstanding property tax balances and other charges to the City of Regina must be paid by the application deadline. 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. The legal agreement will be sent to the owner(s) using the contact information provided on this form. Failure to return the legal agreement will result in loss of tax exemption.

Please refer to the [Housing Incentives Policy](#) for further details.

Eligibility Requirements	Not Eligible
<ul style="list-style-type: none"> • One new or legalized Secondary Suite in a qualifying single detached dwelling or Backyard Suite in an accessory structure per lot. • Secondary Suites includes a two-unit rental building in an R1 Zone by a Private Developer. • The Secondary Suite or Backyard Suite must be rented for the full-term of the exemption. 	<ul style="list-style-type: none"> • Single-detached dwelling owned and rented by an individual, private company or corporation. • Renovations to an existing secondary suite or backyard suite <i>unless to legalize the suite</i>. • Units offered for Short-Term Accommodations (e.g. Airbnb, Vrbo, etc.)

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.

Complete this form and return it to:**Mail/Drop Off**

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

OR**Email**

propertytaxexemptions@regina.ca

Along with your **completed** application form, the following information and attachments must be included:

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. Permits can be obtained from Regina.ca or by calling the City of Regina at 306-777-7551, or the developer can provide permits to be added to this application.

A copy of the Corporate Profile (if owned by a corporation).

Section 2.0 Applicant Information**Property to be Exempted**

Property Address (including unit address if applicable):

Legal Description:

Lot/Parcel: _____ Block: _____ Plan: _____

Property Owner Information²

Full Name(s) of Property Owner: _____

Property Owner(s) Mailing Address: _____

City: _____ Province: _____ Postal Code: _____

Phone 1: _____ (type) Phone 2: _____ (type) Phone 3: _____ (type)

Email: _____

² **Legal documents, which are required for tax exemption eligibility, will be sent to the property owner 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 **Assessment & Property Revenue Services Department**. 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.

Section 3.0 Project Information

1. What type of unit is being applied for?

- New Secondary Suite of Backyard Suite
- Legalization of existing Secondary Suite of Backyard Suite
- Two-unit building in an R1 Zone built by Private Developer

2. Is the primary unit owner-occupied?

- Yes
- No

3. Will any portion of the development be commercial space? If so, what is the floor area of the commercial space?

- Yes, the commercial space is _____ m²
- No, the project is residential only

4. What is the status of the project?

- Construction is underway, construction completion expected by (DD/MMM/YYYY): _____
- Construction is complete and an occupancy permit has been issued
 - Letter of Completion is attached

5. Please indicate if the property is eligible for, has applied to receive or is already receiving a tax exemption under one of the following programs:

Program	Not Applicable	Eligible	Applied	Receiving
Heritage Incentives Policy				
Intensification Incentive Policy				
Revitalization Incentive Policy				
Other (please specify):				

Section 4.0 Declaration

I hereby certify that the above information is correct and complete, and that I agree to the terms and conditions of the Housing Incentive Policy. I acknowledge that the information collected on and within the application documents is handled and maintained in accordance with The Local Authority Freedom of Information and Protection of Privacy Act. It will be retained as a record of my application and may be used to contact the parties involved in this project. The application and the information contained therein may also be used by the City for compliance or other legal action pursuant to The Cities Act, The Uniform Building and Accessibility Standards Act and the City's Building Bylaw and The Planning and Development Act.

Property Owner Signature: _____ Date (DD/MMM/YYYY): _____

Appendix A – Housing Incentives Policy Program Area Map

