



APPENDIX 5

Sample Municipal Designation Letter

Canada Revenue Agency
Director, Public Service Bodies and Government Division
Excise and GST/HST Rulings Directorate
320 Queen Street
Place de Ville, 14th Floor
Ottawa, Ontario K1A 0L5

Date

Dear Sir/Madam:

Re: Request for Municipal Designation

We are writing to request that *(insert the full name of your organization)* be designated as a municipality, under subsection 259(4) of the *Excise Tax Act*. *(Organization name)* supplies rent-geared-to-income social housing in *(a facility/facilities)* in the province of B.C. At least 10% of the units in the facility are rent-geared-to-income. We enclose the following information in support of our designation request:

- 1) A copy our constitution and bylaws,
- 2) A copy of the subsidy agreement (signed and dated),
- 3) Our charitable registration number (if a charity), and
- 4) A copy of our Certificate of Incorporation

We request that the designation be made effective *(the latest of:*

- *The date the organization was formed;*
- *The date the organization began supplying rent-geared-to-income housing; or*
- *Four years prior to the designation request, as organizations have up to four years to claim rebates).*

We understand that we will be entitled to claim a rebate of 100% of the Goods and Services Tax incurred on expenditures related to providing rent-geared-to-income housing, upon receiving a municipal designation.

Please contact me if you require additional information regarding our request for designation as a municipality.

Yours truly,

Signature/Title