



Memo

To: Phil Butler, Rej Gauthier
From: Dawn Halcrow
Date: March 26, 2009
Subject: ELNOS building property taxes

Re: ELNOS building, roll # 005-00100

Please write off \$32,616.78 of 2008 taxes, to adjust for the space occupied by the community medical clinic. According to the lease, the City is required to cover the clinic's share of taxes.

After the adjustment is posted, please advise William Elliot what the next installment amount will be.

For 2009 taxation, after the final tax bill is generated, the adjustment will be 22.4% of the bill, and the city's portion should be debited against account # 1-512-110-2850 Community Medical Clinic, Municipal Taxes. Please advise ELNOS of any necessary adjustments to the 3rd and 4th instalments as a result.

For your information, calculations of the amount to be written off are attached.