

APPLICATION FOR TAX EXEMPT STATUS FOR REAL PROPERTY

All questions must be completely answered for processing of form. File a separate application for each parcel of property on which exemption is requested. If you need help filling out this form, please contact Lucas Wallingford at (816) 407-3521.

Organization Name	NAME IN WHICH PROPERTY IS TITLED
PROPERTY LOCATION	MAILING ADDRESS
PARCEL IDENTIFICATION #	CITY, STATE, ZIP CODE

Documents Required: Income/Expense Statement for last three years
IRS Status letter and/or IRS Form 990
Articles of Incorporation and Bylaws [if Charity or Other]

1. Type of organization or property (check one or more):

- A) _____ State agency or political subdivision
- B) _____ Agricultural or horticultural society organized in Missouri
- C) _____ Non-profit cemetery
- D) _____ Religious organization
- E) _____ School or college
- F) _____ Charity
- G) _____ Other _____

(Type of organization)

2. Was the property used for the purpose(s) stated in Question No. 1 on January 1 of this year?

_____ Yes _____ No if no, what date did use begin? _____

3. What is the purpose of your organization? _____

4. Briefly state the actual physical uses of this parcel: _____

5. Is any portion of the building or property leased or rented on a part-time or full-time basis?

_____ Yes _____ No If yes, please complete the information below:

A) Name of renter or lessee (individual, business or government agency):

B) Type of use (office, preschool, store, farmland, etc.) _____

C) Area leased (square feet of building or acres of land, etc.) _____

D) Monthly rent: \$ _____

E) _____ Term of lease and use restrictions: _____

F) _____ Do the tenants have the option to purchase the leased property?

6. State the present value of the land and improvements:

Land \$ _____ Improvements \$ _____ Total \$ _____

7. What portion of the property is vacant or excess land? _____

8. If you checked State agency or political subdivision, state the name of the political subdivision you are organized under and your major source of public funding.

9. If you checked Agricultural or horticultural society, is the property used exclusively for the society?

_____ Yes _____ No

10. If Benevolent Corporation or Nonprofit Corporation was granted, give Charter No. _____

11. If you checked that you are a Non-profit cemetery, Religious organization, School or college, or Charity, please answer the following:

A. Is your organization non-profit? _____ Yes _____ No

B. Is the property used regularly and exclusively for the purpose of the organization?
_____ Yes _____ No

C. Does your organization qualify for income tax status under Section 501C3 of the Internal Revenue Code? _____ Yes _____ No

If yes, state your exempt number: _____

12. If you checked School or college, by who are you licensed or accredited?

13. If you checked Religious organization, state the denomination and address of the central offices, diocese, synod, etc. _____

14. If you checked Charity, state the following:

A. Who benefits from the work of your organization? _____

B. What benefits are provided to recipients? _____

C. Are benefits limited to a certain group, and if so, to whom? _____

D. Are benefits excluded from any group on the basis of race, religion, age, sex, geographic boundary or ethnic background? _____ Yes _____ No

E. Are benefits provided free for those who cannot afford them? _____ Yes _____ No

15. State any other factor, which you believe, should be considered in determining whether this parcel is exempt. _____

Please attach any additional documentation that supports your proposed exempt use, suggestions include:

- Articles of Incorporation and all amendments;
- Missouri non-profit corporation status from the Secretary of State;
- Tax-exempt determination by the IRS;
- The organization's constitution, regulations, or by-laws and all amendments;
- A current list of all officers, directors, trustees, etc. of the organization;
- The applicant's income and expense statement for the two most recent tax years;
 - Audited financial statements if available;
 - Balance sheet;
 - Statement of sources and uses of funds;
 - If exemption is based on charitable purposes, provide the percentage of gross income attributed to charitable purposes as well as the actual dollar amount;
- Most recently completed IRS Form 990;
- Documentation supporting the use of the property as of January 1 of the current year;
- Your current operating agreement;
- A copy of advertisements, brochures, postings or other notifications of activities benefitting the community at large or to those receiving services;
- Supporting documentation that the applicant's contributions received are tax deductible.
- Recorded Deed and/or Titles of vehicles;
- List of all leased equipment at this location including a description of the equipment, the monthly cost and the name and address of the lessor;
- Personal Property Declaration and/or detailed list of all Personal Property covered by this exemption request, i.e. desks, chairs, file cabinets, copiers, computers, vehicles, etc;
- Salaries and description of duties of Directors, Officers, and Employees;
- Affidavit listing employees/non-employees that are employed by large organizations/hospitals;
- If the property is vacant, a detailed timeline of construction;
- A letter describing what your organization does, and how it benefits society in general

The above and foregoing is true and complete to the best of my knowledge, and I have authority to make this statement on behalf of the above organization.

Signature

Date

Print Name

Telephone #

Title

Mailing Address

Return to: Clay County Assessor's Office
Attention: Lucas Wallingford
One Courthouse Square
Liberty, MO 64068