APPLICATION FOR TAX EXEMPT STATUS FOR REAL PROPERTY

Properties purchased after January 1st will remain taxable for the duration of the year. For properties owned on January 1st, the exemption will apply for the whole year if the use of the property on January 1st is determined to be tax exempt. 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] Any other documentation which shows the exempt use of the property 1. Type of organization or property (check one or more): A) _____ Religious Worship B) _____ School or college C) _____ Charity D) _____ 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?

		t value of the land _ Improvements \$					
7. Wh	at portion of	the property is va	cant or excess	land?			
8. If B	enevolent Co	rporation or Nonp	rofit Corporat	on was grante	ed, give Chart	ter No	
9. If yo	ring:	at you are a Relig				:y, please a	answer the
	B. Is the pro	rganization non-p operty used regula es No				e organizat	tion?
	-	organization qu	-		nder Section	501C3 of t	he Internal
	If y	es, state your exe	mpt number: _				
10. If y	you checked S	School or college,	by who are yo	u licensed or a	ccredited?		
		Religious Worship				:he centra	l offices, diocese,
14. If y	you checked (Charity, state the	following:				
	A. Who ber	nefits from the wo	ork of your orga	anization?			
	B. What be	nefits are provide	d to recipients	?			
	C. Are bene	efits limited to a co	ertain group, a	nd if so, to wh	om?		
		efits excluded from or ethnic backgrou			ace, religion,	age, sex,	geographic
	E. Are bene	fits provided free	for those who	cannot afford	I them?	Yes	_ No
	•	factor, which you				_	ther this

It is <u>strongly encouraged</u> to 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	
Email Address	Mailing Address

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