

APPLICATION FOR NON-PROFIT PROPERTY TAX EXEMPTION

CITY AND BOROUGH OF SITKA, ASSESSOR'S OFFICE
100 LINCOLN ST·SITKA, AK 99835
PH 747-1822 · FAX 747-6138

The following form is to be used to file for an exemption of real property assessments under the State of Alaska's required exemptions, *AS.29.45.050 (b)(1)(A)* or the CBS optional exemption *4.12.025*. The applicant has the burden of proof to show that the property is eligible for exemption from property tax.

It is important that the form is completed fully and any other information the applicant can supply on attached pages. Please use additional pages to answer as needed.

The Assessor of the City and Borough of Sitka may require additional information, to be provided in a timely manner. **POSTMARK DEADLINE IS February 15, 2012.**

Return applications to: **100 Lincoln St, Ste 106, Sitka, Alaska 99835**. Telephone assistance is available at 907-747-1820 or 907-747-1822. The fax number is 907-747-6138.

ASSESSMENT YEAR APPLIED FOR: _____

Parcel Identification Number: _____

ORGANIZATION NAME: _____

Property Address: _____

Property Description: (type of property, building size, lot size, etc)

1. What exemption are you applying for? (Exemption options listed below)

A.) Non-profit Religious _____ B.) Non-profit Educational _____

B.) Non-profit Charitable _____ D.) Non-profit Community Purpose _____

E.) Non-profit Hospital _____ F.) Non-profit Other _____

2. Is the organization organized as a not-for-profit entity? YES _____ NO _____

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3. Does the organization have a current IRS 501(c), or 501(c) (4) exemption ruling? YES _____ NO _____
4. Is the property used exclusively (100%) for the purpose of the exemption sought? YES _____ NO _____
5. Is any portion of the building or lot used for other purposes? YES _____ NO _____
6. Is any portion of the building or lot used for other purposes? YES _____ NO _____
7. Is there a fee to use or enter the property? YES _____ NO _____
8. If a fee is charged, how much does it cost? _____ Membership Fees? _____
9. Was any of this property used for rental purposes last year? YES _____ NO _____
10. Previous years? YES _____ NO _____, if yes, please explain the total amount received and all expenses associated with the rental costs. Attach a summary of rental income and expenses. Expenses should be limited to rent received. Expenses include maintenance, utilities, repairs, etc.

Include the name of the renter: _____

11. Describe the nature and uses of this property as it is related to the exemption requested, (non-profit function). Attach additional information as required.

12. Explain how the use of this property is eligible for the exemption sought. Answer in relationship to the exemption being sought. Attach additional information as required.

I HEREBY APPLY FOR THE COMMUNITY PURPOSE EXEMPTION ON THE ABOVE DESCRIBED PROPERTY AS PROVIDED IN **AS 29.45.050**

CERTIFICATION: I HEREBY CERTIFY THAT THE INFORMATION PROVIDED IS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE. I UNDERSTAND THAT WILLFUL MISSTATEMENT IS PUNISHABLE BY A FINE OR IMPRISONMENT UNDER **AS 11.56.210**

Signature of Officer or Official Representative

Date

Printed Name

Phone contact

Title

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PLEASE SUBMIT THE FOLLOWING INFORMATION ALONG WITH YOUR COMPLETED APPLICATION.
AN APPLICATION NEEDS TO BE SUBMITTED FOR EACH PARCEL YOU ARE REQUESTING AN EXEMPTION FOR:

1. Current copy of Articles of Incorporation, Names of Director and Board members, and minutes of the last meeting.
2. Latest copy of the Constitution and By-Laws.
3. Copy of your Federal Tax exempt status 501 (c) (3) or 501 (c) (4)
4. City and Borough of Sitka sales tax license or exemption determination.
5. A detailed statement regarding the nature of the organization and current use of the property.
6. An explanation of any grants or reimbursements from any government agency.
7. Current schedule of fees.