



**VALENCIA COUNTY
CLAIM FOR EXEMPTION OF PROPERTY
NONGOVERNMENTAL ENTITIES**



PTD/TRD
12/82

TAX YEAR _____

Pursuant TO S 7-38-17 © NMSA 1978, exemptions of real property specified under S 7-36-7 for nongovernmental entities must be claimed to be allowed. As per S 7-38-17 (D) the exemption must be applied for no later than the last day of February of the tax year in which it is required to be claimed in order for it to be allowed for that tax year. Once such exemptions are claimed and allowed, if there is no change in eligibility, they will be applied automatically by the County Assessor in subsequent years.

PROVIDE THE FOLLOWING INFORMATION AS COMPLETELY AS POSSIBLE:

Name of Property Owner: _____

Name of Organization seeking exempt status: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Contact person: _____ Telephone Number: _____

Legal description of property: _____

Owner ID # _____ Property Map Code #: _____

Primary use of property (attach additional information such as bylaws, annual reports, income statements, etc. which may support our claim). _____

Are you the **lessor** or **lessee** of the property (circle one)?

Is the property vacant land? Yes _____ No _____

Is the entity a church? Yes _____ No _____

Is the entity non-profit? Yes _____ No _____

What portion of the organization expenditures are supported by contributions? _____

To whom does your organization provide educational or charitable services? _____

OATH OF AFFIRMATION

I hereby certify that the above property is owned by a church, charitable or educational organization and is being used for a church, charitable or educational purpose.

Property Owner or Authorized Agent: _____

Mailing Address: _____

Telephone Number _____

Approved _____ Denied _____

County Assessor or Deputy

Date

A property owner may protest the denial of exemption determined for his property for property taxation purposes by filing a petition of protest with the county Assessor no later than 30 days after the mailing by the Assessor of the Notice of Valuation

SUPPLEMENTAL INFORMATION SHEET

INSTRUCTIONS TO APPLICANT:

Applicant should be certain that they have supplied all information requested herein. If a specific item exists, applicants should strive to provide the same type of information as would be contained in the item requested through other means.

Failure to provide complete information may result in denial of your application for tax exempt status.

In order to grant the request, the Assessor **MUST** be satisfied that the substantial and primary use of the property is for educational and charitable purposes and that the public is deriving a substantial benefit from the organization in return for granting of the exemption. If he is unable to make that determination and document it properly, he has no alternative but to deny your request.

PLEASE ATTACH HERETO COPIES OF YOUR ORGANIZATION'S INCOME TAX FILING WITH THE IRS FOR THE PAST THREE (3) YEARS.

What is our organization's federal tax identification number? _____

Have you been granted non-profit status by the IRS? _____

If so, what code section is your status awarded under? _____

Please list each and every other organization who uses your facilities (use additional sheet if necessary).

Do you own or are you a rental tenant? _____

Do you rent or lease the facility to other organizations? _____

If you do rent or lease, please attach to this sheet a copy of your rental or lease agreement form.

Please provide a listing of all rental income derived for your organization through your rental or lease operations in each of the preceding three fiscal years.

Please attach to this sheet a copy of your Articles of Incorporation, By Laws, Constitution and/or any other document that sets forth your goals, rules, regulations, purposes, membership requirements, etc.

Please attach to this sheet a copy of your reservation book, calendar or any other document of your organization that provides a record for the usage of your facility for each of the proceeding three fiscal years.

Please describe in complete detail each and every charitable and/or educational activity that occurs on the premises for which the tax exemption is being sought (use a separate sheet if necessary).

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Please describe in complete detail each and every charitable and/or educational activity that occurs on the premises for which the tax exemption is being sought (use separate sheet if necessary). _____

Please describe in complete detail each and every charitable and/or educational activity that your organization is involved in for which your premises are the "organizational center and/or base of operations" (use a complete sheet if necessary). _____

Please attach the membership listing for your organization for each of the preceding three fiscal years.

Please describe in complete detail the individual participation in educational or charitable programs or functions for our membership. _____

Does your organization make contributions to other charitable and/or educational organizations on the local, state, or national level? _____. List each such organization, stating whether is is local, state or national and providing the amount of each contribution in each of the preceding three fiscal years for your organization. _____

Please describe in complete detail the method or methods for generating income for your organization. _____

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Please state for each of the preceding three fiscal years for your organization the percentage of your gross income that is devoted to charitable and/or educational programs and/or functions. _____

Please state for each of the preceding three fiscal years for your organization the percentage of your net income that is devoted to charitable and/or educational programs and/or functions. _____

Please describe in complete detail the educational programs and/or functions that occur in the premises, including the nature of the classes, courses, programs, seminars, the topics covered and the type of material and instruction that occurs. _____

Please provide any other information in your possession which you feel may be relevant to the Assessor in determining whether the premises for which the tax exemption is sought are significantly and primarily used for educational and/or charitable purposes and/or which demonstrate a significant benefit to the public. _____
