INITIAL STATEMENT OF ORGANIZATION CLAIMING PROPERTY TAX EXEMPTION

(N.J.S.A.54:4-4.4; & 54:4-3.5; 54:4-3.6; 54:4-3.6a; 54:4-3.9; 54:4-3.10; 54:4-3.13; 54:4-3.15; 54:4-3.24; 54:4-3.25; 54:4-3.26; 54:4-3.27; 54:4-3.35; 54:4-3.52; 54:4-3.64; & N.J.S.A.8A:5-10 et al)

IMPORTANT File this claim in **duplicate** with **municipal assessor** of taxing district where property is located by **November 1 of the pretax year**. Separate claims must be filed for each parcel. Every **third year as of November 1** a Further Statement updating the organization's status must be filed with the assessor. See instructions.

1. CLAIMANT ORGANIZATION NAME

2. ORGANIZATION ADDRESS (Corporate Headquarters)

3. CONTACT INDIVIDUAL, REPRESENTATIVE, OFFICER for ORGANIZATION

Name Phone # E-Mail Address Fax #

Postal Mailing Address

4. INCORPORATION

A. Domestic-Incorporated or organized in New Jersey on (month/day/year) _____ under statute cite # _____

B. Foreign-Incorporated or organized in the state of _____ on (month/day/year) _____

Registered with New Jersey Secretary of State on (month/day/year) _____

5. ORGANIZATION'S PURPOSES (Explain organization's purposes. **Attach** Certificate of Incorporation, Articles of Association, Charter/Mission Statement, and Constitution & By-laws.)

6. NEW JERSEY STATUTE UNDER WHICH PROPERTY TAX EXEMPTION IS CLAIMED

State New Jersey statute cite # and brief description (see list in instructions)

7. PROPERTY LOCATION IN NEW JERSEY

Street Address City Zip Code

County Municipality Block # Lot # Qualifier

8. PROPERTY OWNERSHIP

Grantor (Seller) _____ Grantee (Buyer) _____

Deed Date (Month/Day/Year) _____ Deed Book _____ Page _____

County of recording _____ Recording Date _____

Owner of legal title ☐ Yes ☐ No If no, describe ownership arrangement. **Attach** ownership document.

9. PROPERTY'S PHYSICAL DESCRIPTION

Total Land Area (Sq. Ft./Acreage) _____ Land is ☐ Vacant or ☐ Improved with buildings and/or structures? (Check one)

If improved, state number of buildings and/or structures _____

State each building size in square feet _____

Fully describe each building/structure type _____

State $ amount for which improvements are insured _____

10. PROPERTY'S ACTUAL USE or ACTUAL/EXCLUSIVE USE

If vacant land, state uses and area size for each use. If not used, state none. _____

If improved with buildings and/or structures, state uses of each. _____

Are land and/or buildings used for stated purposes of claimant organization per section 5 above?

☐ No ☐ Yes If yes, ☐ Entirely or ☐ Partially? Explain if used for other than claimant organization's purposes or if used or occupied by other than the claimant organization _____

Are land and/or buildings leased or rented by other than claimant organization? ☐ No ☐ Yes

If yes, ☐ Entirely or ☐ Partially? Percentage of property leased ____% **Attach** copy lease/rental agreement.

Explain rental uses. _____

State tenant names and rental income received.

Is commercial business conducted on premises? ☐ No ☐ Yes If yes, explain _____

11. COMPENSATION. REMUNERATION RECEIVED

List names of individuals, officers, entities receiving compensation, salaries, allowance, monetary profits from claimant organization and dollar amounts received. If none, state none. Supporting financial data may be required by assessor.

12. SIGNATURE, DATE & TITLE OF OFFICER CLAIMING EXEMPTION FOR ORGANIZATION

I certify the above declarations are true to the best of my knowledge and belief and understand they will be considered as if made under oath and subject to penalties for perjury if falsified.

Signature _____ **Official Title or Position** _____ **Date** _____

Official Use ☐ Denied ☐ Approved Exempt Property Code _____

Assessor _____ Date _____

Form I.S. Rev. December 2001. This form is prescribed by the Director, Division of Taxation, as required by law, and may not be altered without the approval of the Director.

INFORMATION/INSTRUCTIONS

GENERAL ELIGIBILITY: Real property tax exemption is determined by:
1. the organization's purpose
2. the property's use as of October 1 of the pretax year
3. the absence, presence, degree and use of profits
4. the property's ownership as of October 1 of the pretax year
5. incorporation of the organization or its authorization to operate in New Jersey
6. land area or existing buildings
7. timely application as of November 1 of the pretax year

Because eligibility criteria varies from statute to statute, specific questions regarding your organization's exemption requirements should be directed to the municipal assessor in the taxing district where the property is located.

LAND & BUILDINGS: Land and building criteria vary depending on statute under which exemption is claimed. Although there are some exceptions; such as cemetery and conservation land, vacant land **IS NOT** generally exempt even when owned by an otherwise exempt organization. In most cases, in the absence of buildings used for one of the exempt purposes specified by statute, independent vacant land is not exempt. Also most statutes impose acreage limits on exemptable land area. A common limit is five acres per exempt building. Please review applicable statute.

OWNERSHIP: Property must be owned by the organization claiming exemption as of October 1 of the pretax year. For example, possession of legal title as of October 1, 2000 would fulfill the ownership prerequisite for exemption for tax year 2001. In most cases, full legal title must be acquired; equitable title is insufficient. However, certain statutes by specific provision allow for equitable or beneficial ownership interest. Please review the statute under which you are requesting exemption with respect to eligible ownership.

EXEMPT USE TEST-REASONABLE NECESSITY: Use must be a qualifying exempt use. Property's use must be an integral part of the exempt organization's operations, not just a convenience, and reasonably necessary for the proper and efficient fulfillment of the organization's exempt purpose.

ACTUAL USE: Property must be actually used for a permitted or qualifying use pursuant to the statute under which exemption is sought. Future use; for-profit use; and private use are ineligible. Occasional, incidental nonexempt use does not in itself invalidate exemption.

PARTIAL (PRORATED) USE v. EXCLUSIVE USE: Whether a property must be used **solely or exclusively** for its exempt purpose or if a proration is permitted depends upon the statutory language specific to that organization. For instance, schools, hospitals, religious and charitable organizations allow prorated exempt/taxable use while volunteer first-aid squads and associations to prevent cruelty to animals must meet the exclusive or singular use criteria. Please review applicable statute.

NONPROFIT STATUS: Federal 501(c)(3) status is not controlling with respect to New Jersey property tax exemptions. A monetary surplus, rather than a loss, does not necessarily indicate a for-profit, commercial operation. Provided moneys go back into operation of exempt organization, exemption is permissible. However, a for-profit motive, as evidenced by the facts, invalidates exemption, i.e., is the organization's structure, financial agreements, tuitions, fees set etc. with the intent to make a profit.

DOCUMENTARY PROOFS: N.J.S.A.54:4-4.4 provides, Each assessor may at any time inquire into a claimant's right to continue an exemption and for that purpose he may require the submission of such documentation as he considers necessary to determine the claimant's continuing right to exemption. Claimants may be asked to provide: proof of income via audited financial statements, tax return copies; proof of ownership via deed; proof of use via lease/rental agreements, itinerary/calendar of events & organization's promotional literature; proof of organization's purpose via certificate of incorporation, articles of association, charter or mission statement, and constitution and by-laws.

Burden of proof is on exemption claimant; it is not the responsibility of the assessor to seek out claimant or to bring claimant into exemption compliance.

STATUTES: Veterans organizations	N.J.S.A54:4-3.5 & 54:4-3.25 & 54:4-3.15
Educational, religious, charitable organizations	N.J.S.A.54:4-3.6
Firefighter organizations	N.J.S.A.54:4-3.10 & 54:4-3.13
Burial grounds & cemeteries	N.J.S.A.54:4-3.9 & N.J.S.A.8A:5-10
Youth organizations	N.J.S.A.54:4-3.24
Fraternal organizations	N.J.S.A.54:4-3.26
Disaster relief organizations	N.J.S.A.54:4-3.27
District Supervisor Religious Organization	N.J.S.A.54:4-3.35
Historic Sites	N.J.S.A.54:4-3.52
Conservation/Recreation Land	N.J.S.A.54:4-3.64

FURTHER STATEMENT REQUIRED: Every **third year as of November 1** after approval of the initial statement, a further statement is to be filed with the municipal assessor.

DENIALS/APPEALS: Any unfavorable determination by the assessor may be appealed to the County Board of Taxation annually on or before **April 1**.

FOR ASSESSOR USE ONLY

☐	Deed/Ownership Documents	☐	Lease/Rental Agreements
☐	Insurance Policy on Property	☐	Certificate of Incorporation
☐	Articles of Association	☐	Constitution and By-laws
☐	Audited Financial Statements	☐	Tax Returns
☐	Charter and/or Mission Statement	☐	Organization's Promotional Literature
☐	Itinerary/Calendar of Events	☐	Addendum containing any other pertinent information