

Application for Exemption Instructions

Dear Applicant:

The Application for Exemption from property taxes covers requests for real and personal property and motor vehicles. All portions relating to the organization should be completed for any type of exemption. Complete schedules necessary for your particular property.

If your request is for personal property exemption only, you should be aware you have two options. You may file this application for exemption for your organization or you may be exempt from paying the tax if the aggregate taxable value of your personal property is \$3,500.00 or less. If you choose this method, you should contact the Personal Property Division of the Assessor's Office regarding the necessary paperwork required. If you are filing the attached application for exemption, include a listing of all personal property to be considered.

If your request includes motor vehicles, you need to submit a copy of the purchase document.

On the first page of the application, please print the name of the signor above the signature.

The Application should be mailed to:

Salt Lake County Auditor
2001 S State Street, N3300
Salt Lake City, Utah 84190-1100

If you have questions, contact Judy Stevens at 468-3294.

TO THE SALT LAKE COUNTY BOARD OF EQUALIZATION:

Application is hereby made for exemption from ad-valorem property tax of the following described property.

Organization Name: _____
Mailing Address: _____
_____ Zip: _____

TAX YEAR _____
Daytime Telephone No.
(____) _____ - _____

1. Specify the Constitutional basis upon which you claim Exemption on this property.

- RELIGIOUS WORSHIP
- RELIGIOUS PURPOSES
- CHARITABLE PURPOSES

- EDUCATIONAL PURPOSES
- OTHER (SPECIFY) : _____

PURPOSE AND USE

2. Describe the purpose for which the above entity is organized as a non-profit entity:

_____ (Attach additional pages for description if necessary)

3. Explain how the use of the property relates to both the purpose of the organization and the basis claimed above:

_____ (Attach additional pages for explanation if necessary)

DOCUMENTATION

4. Attach current copies of the following information related directly to the use of the property or organization:

- A. Article of Incorporation of the non-profit organization.
- B. By-laws and other organizational materials.
- C. Most recently filed returns or reports to the Internal Revenue Service (I.R.S.)
- D. Exemption letters issued by the Internal Revenue Service (I.R.S.)
- E. Financial statements, income statements, profit and loss statements or other records showing sources and expenditures related to the property.

Explain any basis or circumstances preventing the inclusion of such information: _____
_____ (Attach additional pages for explanation if necessary)

ATTACH PROPERTY SCHEDULES "A"(REAL), "B"(PERSONAL) OR "C"(MOTOR VEHICLES) AS APPROPRIATE:

I CERTIFY THAT ALL STATEMENTS HEREIN AND/OR ATTACHMENTS ARE TRUE, CORRECT, AND COMPLETE.
MY CAPACITY OR POSITION WITH THE ORGANIZATION IS: _____.

DATED THIS _____ DAY OF _____, 20____

SIGNATURE: _____
DULY AUTHORIZED REPRESENTATIVE OF APPLICANT

**SCHEDULE "A"
REAL PROPERTY**

Complete this page for each individual parcel of property (Land and/or Buildings) on each assessment record as identified by the Salt Lake County Assessor. Make additional copies as necessary if filing for more than one parcel.

PARCEL INFORMATION

Location Address: _____ Parcel Number: _____

Land Characteristics: _____ Acreage: _____ Tax Year: _____

Full name of recorded ownership interest(s): _____ Date Acquired: _____

Is the property vacant land? YES: ___ NO: ___ If yes, is the property held for future use? YES: ___ NO: ___

If the parcel has any improvements, describe each building or physical structure located on this parcel:

Building Number:	Year Built:	Square Footage:	Characteristics of Buildings:
1			
2			
3			

(Attach additional pages for other buildings if necessary)

Supply a current photograph of the property for which exemption is claimed.

ACTIVITIES AND FUNCTIONS

Describe in detail all activities and functions for which the property is used
(list separately for each building/structure)

Use: Activities of Functions (As Detailed as possible)	Building Number from Above List	Portion of Building Used	Monthly Use in Hours (Approx)	Date Use Commenced

(Attach additional pages for other activities or functions if necessary)

(ALSO COMPLETE PAGE -2- OR REVERSE AS APPLICABLE)

SCHEDULE "A"

PAGE -2-

OTHER USES:

Describe if at anytime the activities or functions have been interrupted since the use first began: _____

Describe any portion of the property which is used by, rented or leased to or from any individual or entity and include a statement of the basis of payment received for such use and copy of the lease: _____

Describe any use of the property for residential purposes and any financial arrangements associated with such use: _____

Describe any use of the property or any portion of the property not already listed above: _____

FINANCIAL INFORMATION RELATED TO THE PROPERTY

Explain in detail any use of the property to create funds, revenue, products or services which are sold or given away and identify the amounts of such production: _____

Describe any shareholder, individuals, corporations, management companies or organizations which benefit directly or indirectly from such production and explain how such individuals or organizations are selected: _____

Identify and provide a detailed description of any compensation (wages, goods, services or other benefits) paid any individual for services rendered with respect to this property: _____

Describe in detail any other benefit to any individual or organization not described above: _____

Describe any purchase or financing arrangements (mortgage, trust deed, uniform real estate contract, etc.) including the present balance due and monthly payment obligations related to this property and attach a copy of the instrument: _____

This form needs to accompany an Application for Exemption from Property Taxation Form and needs to be filed individually for each real property parcel number and legal description as maintained in the offices of Salt Lake County and you may file as much additional information as you may deem appropriate to facilitate consideration of the application by referencing the appropriate sections of this form. You may copy this form as needed.

DATED THIS _____ DAY OF _____, 20_____

**SIGNATURE _____
DULY AUTHORIZED REPRESENTATIVE OF APPLICANT**

**SCHEDULE "B"
PERSONAL PROPERTY**

PROPERTY INFORMATION

Location Address: _____ Account Number: _____
 Full name of ownership interest(s): _____ Date Acquired: _____ Tax Year: _____
 Describe Personal Property at this location:

Item Number:	Year Acquired:	Original Acquisition Cost:	Description of Item or Category of Personal Property:
1			
2			

(You may attach additional pages, inventory sheets, or assessment affidavit if necessary)

ACTIVITIES AND FUNCTIONS

Describe in detail all activities and functions for which the property is used (identify relation to building/structure)

Use: Activities of Functions (As Detailed as possible)	Building Number from List	Monthly Use in Hours (Approx)	Date Use Commenced

(Attach additional pages for other activities or functions if necessary)

OTHER USES:

Describe if at anytime the activities or functions have been interrupted since the use first began: _____
 Describe any portion of the property which is used by, rented, or leased to or from any individual or entity and include a statement of the basis of payment received for such use: _____
 Describe any use of the property or any portion of the property not already listed above: _____

FINANCIAL INFORMATION RELATED TO THE PROPERTY

Explain in detail any use of the property to create funds, revenue, products or services which are sold or given away and identify the amounts of such production: _____
 Describe any shareholder, individuals, corporations, management companies or organizations which benefit directly or indirectly from such production and explain how such individuals or organizations are selected: _____
 Identify and provide a detailed description of any compensation (wages, goods, services or other benefits) paid any individual for services rendered with respect to this property: _____
 Describe in detail any other benefit to any individual or organization not described above: _____
 Describe any purchase of financing arrangements including the present balance due and monthly payment obligations related to this property and attach a copy of the instrument: _____

DATED THIS _____ DAY OF _____, 20____

SIGNATURE: _____
 DULY AUTHORIZED REPRESENTATIVE OF APPLICANT

**SCHEDULE "C"
MOTOR VEHICLES**

PROPERTY INFORMATION

Location Address: _____ License Plate Number: _____
 Full name of ownership interest(s): _____ Date Acquired: _____ Tax Year: _____
 Describe Personal Property at this location:

Item Number:	Year Acquired:	Original Acquisition Cost:	Description of Motor Vehicle (Year, Make, Model and Vehicle Identification Number (V.I.N.):
1			
2			

(You may attach additional pages, inventory sheets, or assessment affidavit if necessary)
INCLUDE A COPY OF THE PURCHASE DOCUMENT

ACTIVITIES AND FUNCTIONS

Describe in detail all activities and functions for which the property is used (identify relation to building/structure)

Use: Activities of Functions (As Detailed as possible)	Building Number from List	Monthly Use in Hours (Approx)	Date Use Commenced

(Attach additional pages for other activities or functions if necessary)

OTHER USES:

Describe if at anytime the activities or functions have been interrupted since the use first began: _____

 Describe any portion of the property which is used by, rented or leased to or from any individual or entity and include a statement of the basis of payment received for such use: _____

 Describe any use of the property or any portion of the property not already listed above: _____

FINANCIAL INFORMATION RELATED TO THE PROPERTY

Explain in detail any use of the property to create funds, revenue, products or services which are sold or given away and identify the amounts of such production: _____

 Describe any shareholder, individuals, corporations, management companies or organizations which benefit directly or indirectly from such production and explain how such individuals or organizations are selected: _____

 Identify and provide a detailed description of any compensation (wages, goods, services or other benefits) paid any individual for services rendered with respect to this property: _____

 Describe in detail any other benefit to any individual or organization not described above: _____

 Describe any purchase of financing arrangements including the present balance due and monthly payment obligations related to this property and attach a copy of the instrument: _____

DATED THIS _____ DAY OF _____, 20____

**SIGNATURE: _____
 DULY AUTHORIZED REPRESENTATIVE OF APPLICANT**