



**City of Gladstone**

**Application for Exemption from Property Taxes**

**Instructions:** File this application with copies of documents listed on page two (2) of this form. Property must be owned and used for the stated exemption purpose as of December 31 of the year prior to the year for which exemption is claimed. Application must be received by the Assessor’s Office no later than January 31 of the year in which this exemption is being sought.

<b>Part 1: Property Information</b>	
<input type="checkbox"/> Real Property Parcel Number(s):	
<input type="checkbox"/> Personal Property Parcel Number(s):	
Property Location:	
Current Use of Property:	
Organization or Church Name:	
Mailing Address:	
Contact Person & Title:	
Phone No.:	Email Address:

<b>Part 2: Type of Exemption Requested (Check applicable)</b>		
<input checked="" type="checkbox"/> Library	<input type="checkbox"/> Charitable	<input type="checkbox"/> Educational
<input type="checkbox"/> Religious	<input type="checkbox"/> Scientific	<input type="checkbox"/> Other _____
Property Tax law section (MCL) under which you are claiming exemption:		
<i>(Note: Internal Revenue Code Sec. 501(c) 3 is NOT a property tax exemption law, but rather deals with exemption from Federal Income Tax)</i>		

Tax laws and eligibility requirements are set by State of Michigan law and court decisions, and not by the City Commission. These criteria will be used to determine your tax status. If you have any questions, please feel free to contact the City Assessor.

**Attach copies of the following documents with the application.**

Processing the exemption request application is facilitated by providing copies of as many of the following documents as possible.

1. Articles of incorporation and all amendments, which should include the following information:
  - i. The names of directors of the corporation
  - ii. Whether the applicant operates on a profit or non-profit status
  - iii. The purpose of corporation
  - iv. A copy of the articles of incorporation
  - v. Assumed name(s), if applicable, along with the name of governmental agency where the assumed name is recorded with
  - vi. A copy of the annual non-profit corporation report or for organizations other than corporations, and the most recent balance sheet.
2. Exempt applicant entity's by-laws and constitution if these items exist.
3. Evidence of ownership of (or interest in) subject property
  - i. Transfer instrument to applicant; typically warranty deed or land contract
  - ii. Lease
4. Internal Revenue Service Code 501(c)(3) status
5. Internal Revenue Service Code 990, 990n, 990ez
6. Governmental approval/certification (if applicable) to operate for stated purpose
  - i. IRS exemption determination for assessment years in question
  - ii. State/County license if any
  - iii. City approval form: Permits  Zoning Compliance  Other
  - iv. License from Attorney General to solicit or receive contributions
7. Signed statement as to actual use(s). If more than one use exists, please state percentage each use is to a total 100%.

**Part 3: Additional Information**

How will the property be occupied on December 31<sup>st</sup>?

How was the property occupied on December 31<sup>st</sup> of the prior year?

Is any part of this property rented or occupied by someone other than the exemption claimant?

Reason(s) for the exemption of this property:

What services are or will be provided at this location?

List all the uses of this property and the percentage of each:

%

%

%

%

%

%

Must total 100%

%

Do you rent or lease any part of this property? If yes please explain:
In the event of dissolution, to whom would the property revert?
This application is for exemption beginning in what year?

<b>Part 4: Certification</b>	
<b>THE INFORMATION ON THIS APPLICATION IS, TO THE BEST OF MY KNOWLEDGE AND JUDGEMENT, A TRUE AND CORRECT STATEMENT OF FACTS CONCERNING THE ABOVE-DESCRIBED PROPERTY AND ITS USE</b>	
CERTIFICATION: I hereby certify the preceding statements are true and correct.	
Signed:	Date:
Name:	Phone:
Email:	
Title or Position:	

**FILING REQUEST:**

For the Assessor to review your application for the next year's assessment roll, it must be filed no later than January 31. You will be notified in writing of the Assessor's decision and your appeal rights to the local Board of Review.

If you are unable to meet the January 31 deadline, you must file your application prior to the adjournment of the March Board of Review. This Board meets during the second week in March, each year. The Board can act on your exemption request and you are protecting your right to appeal their decision. You will be notified in writing of the Board's decision.

