

# **APPLICATION FOR NON-PROFIT PROPERTY TAX EXEMPTION**

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

AS 29.45.030 and Sitka General Code 4.12.025 allow for property tax exemptions for Non-Profit organizations meeting certain requirements. The applicant has the burden of proof to show that both the property and the organization are eligible for exemption.

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, 2020.**

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.

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

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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 there a fee to use or enter the property? YES \_\_\_\_\_ NO \_\_\_\_\_
- 7. If a fee is charged, how much does it cost? \_\_\_\_\_ Membership Fees? \_\_\_\_\_
- 8. Was any of this property used for rental purposes last year? YES \_\_\_\_\_ NO \_\_\_\_\_
- 9. 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. Income should be limited to rent received. Expenses include maintenance, utilities, repairs, etc.

Include the name of the renter: \_\_\_\_\_

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

\_\_\_\_\_

11. 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.

\_\_\_\_\_

\_\_\_\_\_

**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. Documents to support the organizations non-profit status, (i.e. IRS 501(c) (3) or 501 (c) (4) determination letters, or the equivalent)
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.