

CHARTER TOWNSHIP
OF BIG RAPIDS
ASSESSOR

APPLICATION FOR EXEMPTION OF REAL AND/OR PERSONAL
PROPERTY

INSTRUCTIONS TO THE APPLICANT:

1. To be eligible for exemption, the property must have been owned and occupied by the applicant on December 31 of the year preceding the assessment for which exemption is sought.
2. Application for exemption must be **filed no later than the second Monday in March**. All pages of this application must be completed.
3. Please notify the Assessor's Office immediately of the sale or lease of this or any other property belonging to your organization which is now exempt.
4. If you need additional space to respond to any of these questions, please attach your response indicating which questions it pertains to.

To the Assessor:

1. The undersigned applicant requests exemption of the following real and/or personal property located in the Township of Big Rapids, beginning with the assessment year of **2024**.
2. Address _____

3. Permanent Parcel Number _____
4. Name of applicant claiming exemption of real and/or personal property.

5. Name of organization or individual owning the real and/or personal property.

6. Please indicate under what state statute the applicant is claiming to be exempt from taxation.

- _____ Elderly or Handicapped Housing owned by certain nonprofit organizations (Tax to be paid by State of Michigan 211.7d).
 - _____ Property owned by certain nonprofit cultural or educational organizations (211.7n).
 - _____ Property of nonprofit charitable institutions (211.7o).
 - _____ Homes for the aged or chronically ill owned by religious, fraternal, secret societies, or nonprofit corporations (211.7o).
 - _____ Memorial homes or posts owned by any veterans association (211.7p).
 - _____ Property owned by boy scout, girl scout or camp fire girls organization, 4-H club or foundation, young men's Christian association, or young women's Christian association (211.7q).
 - _____ Clinic, hospital, or public health property (211.7r).
 - _____ Houses of public worship, parsonages (211.7s).
 - _____ OTHER (please specify) _____
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7. Please describe all uses made of the property during calendar year 2023. Use additional sheets if necessary.

8. Please state when the property was first owned and occupied by the applicant.

9. When first owned and occupied by the applicant, what was the nature of the use?

10. Did the use identified in #9 above change significantly at any time?

_____Yes _____No
11. Please list any other property located in the Township of Big Rapids that the applicant owns and occupies which will no longer be used for a tax exempt purpose.

12. Did any individual(s) or organization(s) other than the applicant use and/or rent any portion of the property during calendar year 2023?

_____Yes _____No

- a. If yes, please provide names, addresses and phone numbers of the individuals or organizations.
- b. For each individual or organization listed above in the answer to 12a, please provide the following information: amount of building square footage occupied, amount of annual rent charged, amount of annual rent received, the nature of the use.

13. What is the date that the applicant acquired the property?

14. Please provide the purchase price of the property paid by the applicant on the acquisition date supplied above (see question 13). _____

15. Please furnish the following contact information of the applicant's representative the Township may contact for further information.

Name _____

Relationship to Applicant _____

Business Address _____

Telephone Number _____

Email Address _____

16. Please list the names, addresses and telephone numbers of all current officers and members of the Board of Directors.

17. Please state the dates of the two prior board meetings and who attended.

18. How many officers, directors and employees does the applicant employ that receive salaries?

19. Please indicate all sources of funding of the applicant and the percentage each source contributes to the total.

a. Does your organization solicit any funds from the general public over the telephone?

_____ Yes _____ No

20. If you are seeking an exemption as a charitable, benevolent, educational, public health or youth organization:

a. Please describe the exact type of services that the applicant provides.

b. Please describe the population or group that the applicant serves.

c. Please describe how the recipients of the services provided by the applicant are selected.

d. Does the applicant discriminate on the basis of color, race, sex, religion or creed, age, national origin or marital status in providing your services?

_____ Yes _____ No

If yes, please explain.

e. Does the applicant charge a fee for services?

_____ Yes _____ No

If yes, please explain how the fees are determined.

21. **REQUIRED ATTACHMENTS** - Please provide the following for the applicant and each organization named in the answer to question 12a.

1. Copy of Articles of Incorporation or Organization
2. Copy of By-Laws or Operating Agreement
3. Copy of any pamphlet or other information or literature describing the functions of the organization
4. Copy of previous 3 years of Income Tax filings, including 990 forms
5. Copies of all leases including sub-leases in effect at the subject property during the prior and current calendar year.
6. Copy of instrument by which property was acquired (warranty deed, quit claim deed, land contract, or bill of sale)
7. Copy of Exemption Determination letter from IRS.

22. I hereby swear that the above information is true and complete.

Preparer's Name

Preparer's Signature

Preparer's Title

Preparer's Email Address

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FOR OFFICE USE ONLY

_____ MEETS LEGAL REQUIREMENTS

EXEMPTION QUALIFIES UNDER SECTION _____

REASON: _____

_____ DOES NOT MEET LEGAL REQUIREMENTS

REASON: _____

BY: TOWNSHIP ATTORNEY DATE BY: TOWNSHIP ASSESSOR DATE

Rev 03/24