

## EXEMPTION DOCUMENTS REQUESTED

Processing this exemption request application is facilitated by your providing copies of the following documents:

- I. Articles of incorporation and all amendments, which should include the following information:
  - A. Name of Directors of the Corporation.
  - B. Profit or Non-profit status.
  - C. Stated Purpose of Corporation.
  - D. State Issuing Corporate Charter
  - E. Assumed Name(s), if applicable along with name of governmental agency said assumed name is recorded with.
  - F. Annual Non-Profit Corporation report or for organizations other than corporations, most recent balance sheet.
  
- II. Exemptions applicant entity's "By Laws" and "Constitution", if these items exist.
  
- III. Evidence of ownership of (or interest in) subject property.
  - A. Transfer instrument to applicant; typically, Warranty Deed or Land Contract.
  - B. Lease
  
- IV. Governmental approval/certification to operate for stated purpose.
  - A. IRS exemption determination for assessment years in question.
  - B. Michigan exemption determination for above years.
  - C. State/County license, if any.
  - D. City approval form.
    1. Permits
    2. License
    3. Other
  - E. License from Attorney General to solicit or receive contributions, (pursuant to MCL400.271); MBA. 240).
  
- V. Budget
  - A. Operations of charitable, educational. Religious organization.
  - B. Operation of real estate and/or personal property for which exemption is being applied.
  
- VI. Inclusive list of all (salaries, fees, payments, rent, repayments of loans and etc...) transfers, current or deferred, from applicant to directors, officers, consultants, agents, and/or employees of applicant.
  
- VII. List of all clients served that they are in any way related to; any directors, officers, consultants, agent and/or employees of applicant. Please include an explanation of any above relationships.

APPLICATION FOR THE EXEMPTION OF REAL ESTATE

(Sec. 7.4, 7.5, Act 206 of Public Acts of 1893, as last amended)

TO APPLICANT: Present this application with Deed or Land Contract to the Assessor. To be eligible for exemption the property must be owned and used as of Dec. 31, Tax Day, and application must be filed prior to the final adjournment of the local Board of Review for that year.

TO THE ASSESSOR:

We, the undersigned, request the exemption of the following property, located in \_\_\_\_\_, same being owned by the undersigned and being used for Religious \_\_\_\_\_, Charitable \_\_\_\_\_, Scientific \_\_\_\_\_, Educational \_\_\_\_\_, Benevolent \_\_\_\_\_, Memorial Home \_\_\_\_\_, Library \_\_\_\_\_, or \_\_\_\_\_ purposes by our organization.

NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

Legal Description \_\_\_\_\_

Date of Acquisition \_\_\_\_\_ Price \_\_\_\_\_ Down Pmt. \_\_\_\_\_ Mo. Pmt. \_\_\_\_\_

Conveyed by Land Contract \_\_\_\_\_, \_\_\_\_\_ Deed \_\_\_\_\_

Date recorded \_\_\_\_\_ Liber \_\_\_\_\_ Page \_\_\_\_\_

Buyer \_\_\_\_\_

Seller \_\_\_\_\_

Occupant(s) of above address \_\_\_\_\_

Property being used for \_\_\_\_\_

Do you rent or lease any part of this property? \_\_\_\_\_

If the answer is "yes", explain \_\_\_\_\_

Is Organization incorporated as a Non-Profit Michigan Corporation? \_\_\_\_\_

Purpose of Incorporation \_\_\_\_\_

Kindly notify this office of the sale of this or any other property belonging to your Corporation and which is now exempt.

The above is, to the best of my knowledge and judgment, a true and correct statement of facts concerning the above described property.

THIS APPLICATION IS FOR \_\_\_\_\_ Signed \_\_\_\_\_

EXEMPTION BEGINNING WITH \_\_\_\_\_ Title \_\_\_\_\_

ASSESSMENT YEAR \_\_\_\_\_ Address \_\_\_\_\_

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 195 \_\_\_\_\_

My commission expires \_\_\_\_\_ Assessor or Notary Public \_\_\_\_\_

Applicant not to write below this line

Deed or Land Contract verified by \_\_\_\_\_ Date \_\_\_\_\_

Attorney recommendation \_\_\_\_\_ Date \_\_\_\_\_

Approved \_\_\_\_\_ Date \_\_\_\_\_

Appraiser

Assessor

UNIT \_\_\_\_\_ Parcel No. \_\_\_\_\_