

STATE OF WISCONSIN



PROPERTY TAX EXEMPTION REQUEST

Wisconsin Statutes require completion of this form – in its entirety – to be eligible for exemption from the Wisconsin property tax. **Failure to do so may result in denial of exemption.** The completed form and any attachments must be filed with the assessor of the taxation district in which the property is located by **March 1** to be eligible for exemption for the current assessment year. Refer to Stat., Sec. 70.11 and the *Wisconsin Property Assessment Manual* for additional information regarding property tax exemption.

SECTION 1 – APPLICANT INFORMATION

1. Applicant Name	Date / /
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2. Applicant is Sole proprietorship WI Chapter 181 corporation WI unincorporated nonprofit association
 Other (*please explain*):

3. Contact person: Address: Telephone number(s): Relationship to applicant:	4. Registered agent: Address: Telephone number(s):
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5. Mailing address and phone number of Applicant if different than Contact Person:

6. Identify each organizational officer, the officer’s address, the telephone number and the position held within the requesting organization. Use the space provided on page 4 or attach additional pages as necessary.

7a. Please identify the use of the property:

<input type="checkbox"/> Agricultural Fair	<input type="checkbox"/> Library	<input type="checkbox"/> Historical Society	<input type="checkbox"/> Fraternity
<input type="checkbox"/> YMCA/YWCA	<input type="checkbox"/> Fire Company	<input type="checkbox"/> Rehabilitation	<input type="checkbox"/> Hospital
<input type="checkbox"/> Cemetery	<input type="checkbox"/> Lions Camp	<input type="checkbox"/> Military	<input type="checkbox"/> Memorial
<input type="checkbox"/> Farmer’s Temple	<input type="checkbox"/> Archaeological Site	<input type="checkbox"/> Bible Camp	<input type="checkbox"/> Charity
<input type="checkbox"/> Held for Public Interest	<input type="checkbox"/> Housing	<input type="checkbox"/> Art Gallery	<input type="checkbox"/> Labor Temple
<input type="checkbox"/> Industrial Development Agencies	<input type="checkbox"/> Waste Treatment	<input type="checkbox"/> Disability Camps	<input type="checkbox"/> Medical Research
<input type="checkbox"/> Sports/Entertainment	<input type="checkbox"/> Humane Society	<input type="checkbox"/> Radio Station	<input type="checkbox"/> Theater
<input type="checkbox"/> Mental/Physical Disabled Camp	<input type="checkbox"/> Railroad Historic Society	<input type="checkbox"/> Youth Hockey	
<input type="checkbox"/> Local Exposition	<input type="checkbox"/> Historic/Architectural	<input type="checkbox"/> Dependent & Development Disability	
<input type="checkbox"/> Educational	<input type="checkbox"/> Other (<i>please explain</i>):	<input type="checkbox"/> Professional Sport/Entertainment Stadium	
<input type="checkbox"/> Women’s Club	<input type="checkbox"/> Religious	<input type="checkbox"/> Benevolent	

7b. Identify the precise statutory reference and language supporting the exemption.

8. State the organization’s purpose, mission, and primary goal:

9. Describe the services provided by the organization:

10. List the primary beneficiaries of the services:

11. Is there a fee charged, or revenue earned, for services provided? Yes No
 If Yes, what is the amount of the fee charged or revenue earned?

12. Do you provide any free service? Yes No
 If Yes, explain:

SECTION 4 – ATTACHMENTS

31. ATTACH COPIES OF THE FOLLOWING DOCUMENTS:

A. Documents regarding applicant, owner, tenant(s), or occupant(s) of the Subject Property (where applicable):

1. Proof of non-profit status (e.g. Determination Letter under I.R.C. 501(c)(3)).
2. Partnership Agreement, Association Documents, Articles of Incorporation, Charter and By-laws, including any amendments thereto.
3. Latest annual report filed with State Department of Financial Institutions.
4. Curriculum of educational courses offered.
5. Part II of Form 1023 (Application for Recognition of Exemption) filed with the Internal Revenue Service.
6. Form 990 (Return of Organization Exempt from Income Tax).
7. Form 990T (Exempt Organization Business Income Tax Return).
8. Ordination papers for the occupants if the Subject Property is to be considered eligible as housing for pastors and their ordained assistants, members of religious order and communities, or ordained teachers.
9. Leases and subleases affecting the Subject Property or any part thereof, including all amendments thereto.
10. Concessionaire agreements, license agreements, and other documents regarding the use of occupancy of the Subject Property or any part thereof, including all amendments thereto.
11. Covenants, restrictions, rules and regulations (recorded or unrecorded), and all amendments thereto, affecting use or occupancy of the Subject Property or title thereto and all amendments thereto.
12. Mortgages (recorded or unrecorded) affecting the Subject Property.
13. Copy of the documents listed in 1 through 12 above as the same relate to any tenant or occupant of the property.
14. Any other information that would aid in determining exempt status.

B. Documents regarding the Subject Property:

1. Survey of the Subject Property. This includes certified survey maps and subdivision maps and plats.
2. An Appraisal of the Subject Property.
3. Deeds or instruments of conveyance by which organization acquired interest in the Subject Property.
4. Any other information that would aid in determining exempt status.

SECTION 5 – AFFIDAVIT

Under penalties of perjury, I, on behalf of the above-named organization/Applicant, hereby certify that I am authorized to sign and submit this application, and that the information and documents submitted herewith are true and correct to the best of my knowledge and belief.

Title	Telephone Number () –	Date
Signature	Name (<i>printed</i>)	

STATE OF WISCONSIN
 COUNTY OF: _____

Subscribed and sworn to before me this _____ day of _____, _____

 Notary Public
 My Commission expires on _____

(Seal)

Note: The following text is an excerpt from Stat., Sec. 70.11. Refer to current Wisconsin Statutes for the complete language or sections applicable to the exemption of property from taxation.

70.11 Property exempted from taxation. The property described in this section is exempted from general property taxes if the property is exempt under sub. (1), (2), (18), (21), (27) or (30); if it was exempt for the previous year and its use, occupancy or ownership did not change in a way that makes it taxable; if the property was taxable for the previous year, the use, occupancy or ownership of the property changed in a way that makes it exempt and its owner, on or before March 1, files with the assessor of the taxation district where the property is located a form that the department of revenue prescribes or if the property did not exist in the previous year and its owner, on or before March 1, files with the assessor of the taxation district where the property is located a form that the department of revenue prescribes. Except as provided in subs. (3m)(c), (4)(b), (4a) (f), and (4d), leasing a part of the property described in this section does not render it taxable if the lessor uses all of the leasehold income for maintenance of the leased property, construction debt retirement of the leased property or both and if the lessee would be exempt from taxation under this chapter if it owned the property. Any lessor who claims that leased property is exempt from taxation under this chapter shall, upon request by the tax assessor provide records relating to the lessor's use of the income from the leased property.

Additional information: