



## APPLICATION FOR TAX EXEMPTION

### ***EXEMPTION BY CLASSIFICATION***

Certain property ownerships may receive exemption from local real estate taxes as per *Virginia Code § 58.1-3600 et seq.* and *Section 98 et seq. of the City Code of Richmond*. These property ownerships and uses include: (1) government owned property, (2) churches or religious bodies, (3) non-profit cemeteries or burying grounds, (4) certain libraries and non-profit incorporated institutions of learning, (5) religious associations, mission boards, orphan asylums, reformatories, hospitals and nunneries, (6) parks and playgrounds held by trustees, (7) benevolent or charitable organizations used for lodge or meeting rooms, (8) property of a nonprofit corporation organized to establish and maintain a museum.

An Application for Exemption must be completed and filed with the City Assessor no later than July 1<sup>st</sup> prior to the calendar year in which the exemption is requested. Exemption by classification, if approved, becomes effective January 1<sup>st</sup> of the following year.

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### **GENERAL PROPERTY INFORMATION**

Parcel Identification Number (PIN): \_\_\_\_\_

Address of Property: \_\_\_\_\_

Owner of Record: \_\_\_\_\_

Mailing Address (1): \_\_\_\_\_

Mailing Address (2): \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Email: \_\_\_\_\_

Website: \_\_\_\_\_

Primary use of property:  Church or Religious Body       Cemetery/Burying Grounds  
 Library/Institution of Learning       Park or Playground  
 Lodge or Meeting Room       Museum  
 Religious Association/Mission Board/Hospital, etc.

Secondary use of property: \_\_\_\_\_

Square footage of leased area: \_\_\_\_\_

Amount of annual rental income: \_\_\_\_\_

**QUESTIONS RELATED TO THIS OWNERSHIP**

1. Is this ownership exempt from federal income taxation pursuant to § 501(c) of the Internal Revenue Code?
2. Does this ownership hold an alcoholic beverage license issued by the Virginia Alcoholic Beverage Control Board for use on this property?
3. Is this ownership required to file IRS Form 990?
4. Does any part of the ownership activities involve propaganda, attempt to influence legislation, or participate in, or intervene in, any political campaign on behalf of any candidate for public office?
5. Is the ownership delinquent on any financial obligations to the city?
6. Is the ownership in violation of any city regulations, including but not limited to building codes, occupancy codes or zoning codes?
7. Does the ownership receive any financial contributions from the city of Richmond?
8. Does the ownership have any organization rule, regulation, policy or practice that discriminates on the basis of religion, race, color, sex or national origin?

*(If the answer is YES to any of the above questions, please attach relevant documentation)*

**ADDITIONAL DOCUMENT REQUESTS**

1. Organizational Documents  
Constitution, By-laws  
Articles of Association,  
Incorporation papers filed with S.C.C., etc.
2. Religious/Church Documents (If applicable)  
Business meeting minutes used to elect trustees (If not incorporated)  
Court Orders (For trustees, purchase of property, etc.)  
Statement of Faith

**Certification**

I certify that to the best of my knowledge and belief the above statements are complete and correct:

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date Submitted

*Revised: 4/15/2015*