



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*. 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 1st prior to the calendar year in which the exemption is requested. Exemption by classification, if approved, becomes effective January 1st of the following year.

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

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

1. Is this ownership exempt from federal income taxation pursuant to 501(3)(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 unlawfully discriminates based on religion, race, color, sex, or national origin?

ADDITIONAL DOCUMENT REQUESTS

1. **Organizational documents**
Constitution, By-laws
Articles of Association,
Incorporation papers filed with S.C.C., etc.
Brief statement describing the usage of the property.
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
Brief statement describing the usage of the property.

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: 11/5/25