

PETITION FOR EXEMPTION OF REAL &/or PERSONAL PROPERTY

BEFORE THE BOARD OF EQUALIZATION ST. LOUIS COUNTY, MISSOURI (Board)

Petitioner requests that the Board consider that the Real &/or Personal Property herein described be exempted from the tax rolls as provided for in Article X, Section 6 of the 1945 Missouri Constitution and Section 137.100 RSMo.

In support of this petition, the following is submitted:

AFFIDAVIT

I/We _____, (trustee, officer, attorney, authorized agent) do hereby certify that the following statements and documents submitted re: this Petition For Exemption are true and correct to the best of my/our knowledge and belief.

Exact legal name of the petitioner/organization :

Any DBA’s (Doing Business As) of the petitioner/organization:

Furthermore, I/we are under a continuing obligation to report to the Board any change or use of the property which would affect the exempt status; I/we acknowledge that any change may result in property tax exemption being removed.

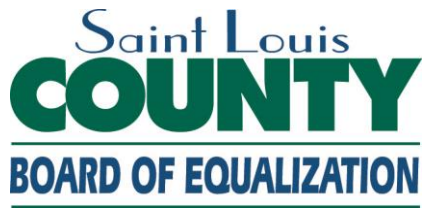
Signature of Petitioner / Affiant

Name printed or typed

On this _____ day of _____, _____, before me personally appeared _____ to me personally known who, being by me duly sworn, did state that the above facts are true.

Notary Public

My Commission Expires: _____



PETITION FOR EXEMPTION

Petitioner requests that the Board of Equalization consider that the Real or Personal Property herein described be exempted from the tax rolls as provided for in Article X, Section 6 of the 1945 Missouri Constitution and Section 137.100 RSMo 2000. In support of this petition, the following facts are submitted:

Personal Property Only Land Only (No Improvements / Buildings) Real Estate & Personal Property

Property address:

Locator Number: _____ Date of Deed to Organization: _____

Personal Property Account Number: _____ Date Property was put into use: _____

Petitioner: _____ Owner of Record of Subject Property: _____

(NOTE: Petitioner must be the same as Owner of Record)

Primary Contact Person: _____ Position: _____

Email: _____ Telephone: _____

Mailing address: _____

Secondary Contact Person: _____ Position: _____

Email: _____ Telephone: _____

Mailing address: _____ City, State, Zip: _____

Any / All other names, DBAs or AKAs formerly, used by the organization:

Date to be removed from the tax rolls: January 1, _____ Date of Incorporation: _____

Choose the primary purpose Religious Charitable Educational Fraternal Other

Purpose(s) for which property is being used:

Former Owner: _____

Current Tenant(s): _____

Organization's relationship to Former Owner, and/or Tenant, if any:

Is any part of this property leased or rented or used in any manner to produce income? Yes, No If yes, explain:

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Is this property currently for sale? _____ If yes, the listed price is \$ _____

Purchase Price of Real Property: _____

Describe any changes made, or currently being made, by Petitioner the building(s) and/or other improvements on this property.

Describe the activities which took place at this location on January 1, of the year in which the exemption is requested:

State how these activities contribute to the Petitioner's charitable purposes – please be specific:

Is any part of the property used as living quarters: Yes No If yes, by whom? Provide name, relationship and duties.

Has an exemption petition previously been submitted on this property by this Petitioner?

Yes No If yes, give the date: _____

Has the organization applied for exemption on any other real or personal property?

Yes, No If yes, give the type (real estate or personal property) and location of property

Copies of the following documents must be filed with this Petition:

- 1 Articles of Incorporation and Bylaws (Note: Bylaws must include a dissolution clause);
- 2 Certificate of Incorporation;
- 3 Federal and State exemption letters or certificates;
- 4 Most recently filed IRS Form 990 (if Petitioner is required to file the same by the IRS);
- 5 Brochures, pamphlets, applications (if applicable) etc. which describe the activities of the organization.
- 6 Recorded Deed and/or Titles of vehicles;
- 7 List of all leased equipment at this location including a description of the equipment, the monthly cost and the name and address of the lessor;
- 8 Personal Property Declaration and/or detailed list of all Personal Property covered by this exemption request, i.e. desks, chairs, file cabinets, copiers, computers, vehicles, etc;
- 9 Salaries and description of duties of Directors, Officers, and all employees and contract workers;
- 10 Affidavit listing employees &/or contract workers employed by subject organizations;
- 11 Financial documentation (audited statements will be the best evidence) for the last 2 years, including:
 - a. Balance Sheet;
 - b. Income and Expense Statements;
 - c. Statement of sources and uses of funds;
 - d. If exemption is based on charitable purposes, provide the percentage and actual dollar amount of gross income attributed to charitable purposes.

If you have applied for exemption within the last 2 years (Called an UPDATE) and items 1-9 above are exactly the same, you do not need to send them again.

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