



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 to information provided herein, including 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: _____



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:

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

Price petitioner paid when real property was purchased: _____

Describe any changes made, or currently being made, by Petitioner to 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 Real Estate Personal Property

Location:



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 from the Missouri Secretary of State;
- 3 Federal exemption letter from the IRS;
- 4 Brochures, pamphlets, applications (if applicable) etc. which describe the activities of the organization. If the petitioner is seeking a retroactive exemption, please include items for any prior years covered by the exemption request.
- 5 Recorded Deed (for real estate)
- 6 All leases pertaining to the property (for real estate)
- 7 Titles of vehicles (for personal property);
- 8 Detailed list of all Personal Property covered by this exemption request, i.e. desks, chairs, file cabinets, copiers, computers, vehicles, etc;
- 9 List of all employees and contract workers, including salaries and description of duties. Please include any workers who use space at the property to run a for-profit business.

Required Financial Documentation:

- 10 Financial documentation (audited statements will be the best evidence) for the last 3 years. Financial documentation should include:
 - a. Most recently filed IRS Form 990 (if Petitioner is required to file the same by the IRS) – the actual form, not the postcard;
 - b. Balance Sheet;
 - c. Income and Expense Statements;
 - d. Statement of sources and uses of funds;
 - e. Rent roll;
 - f. If Petitioner charges for all or a portion of its services, provide the total amount of gross income and the dollar amount of discounted services or services provided at no charge.

If you do not have any of the documents (items 1-10f) listed above, please list them below with an explanation of why you do not possess the document. If you have applied for exemption within the last three years and items 1- 9 above are exactly the same, you do not need to send them again.

Explanation for missing documents, if applicable: