



**NYS BOARD OF REAL PROPERTY SERVICES
APPLICATION FOR REAL PROPERTY TAX EXEMPTION FOR
NONPROFIT ORGANIZATIONS
II – PROPERTY USE**

1 a. Name of organization _____

2. Employer ID no _____

b. Mailing address _____

3a. Name of contact person _____

b. Day telephone no. of contact person _____

Evening telephone no. _____

c. Address of property _____

c. E-mail address (optional) _____

d. Property identification (see tax bill or assessment roll) Tax map number or section/block/lot _____

- 4 a. Has any part of this property been conveyed to another person or organization? Yes No
- b. Is the property or any part thereof under contract for sale? Yes No
- c. Is the property or any part thereof for sale? Yes No
- d. If answer to 4 a, b, or c is yes, give full details (indicate question letter): _____

5. Name of grantee as set forth in deed by which property was acquired if different from answer to question 1. _____

6. If the property was acquired within the last three (3) years, indicate: Date of acquisition: _____
Deed recording information – Book of Deeds: _____ Page: _____

7. Was the property acquired from anyone who has or had any interest in the owning organization (e.g., officer, director, employee, member, etc.)? Yes No
If yes, explain the relationship and circumstances of sale (including purchase price and terms of sale): _____

- 8. Is the property mortgaged? Yes No
 - a. If yes, does the holder of the mortgage presently (or did it formerly) have any interest in the owning organization? Yes No
 - b. If answer to 8a is yes, explain the relationship and details of mortgage(s), original principal amount, principal currently outstanding, interest rate, original term of mortgage, term remaining: _____

(attach additional sheets if necessary)

FOR ASSESSOR'S USE

Assessing unit _____

County _____

City/Town _____

Village _____

School District _____

9. Does any person or organization have a reversionary interest in this property? Yes No
- a. If yes, indicate name and address of such person and state terms of right of reverter: _____

10. Describe, in detail, use or uses of the property: _____

IF THE ORGANIZATION SEEKING EXEMPTION HAS INDICATED ONE OF ITS CORPORATE PURPOSES IS HOSPITAL IN QUESTION 2a. ON FORM RP-420-a-Org, ANSWER QUESTION 11. IF NOT SKIP TO 12.

11. Are the premises or any portion thereof leased or otherwise occupied as professional offices? Yes No
- If yes, answer a through c.
- a. The professional offices are leased or otherwise occupied by: (1) members of the staff, e.g. doctors
 (2) professionals not on the staff of the hospital (3) a combination of 1 and 2
- b. If leased to members of the staff, are the offices used: (1) solely for hospital related matters
 (2) for the private practice of the staff members (3) a combination of 1 and 2
- c. If not used solely for direct-hospital related purposes, what percentage of time and space are the offices used for direct hospital-related purposes, and what percentage of time and space are they used for private practice of the staff? _____

12. Is the property or any portion thereof regularly occupied by persons or organizations other than applicant?
 Yes No
- If yes, answer a through d.
- a. Name of occupant(s) _____
- b. Use by occupant(s) (also indicate specific portion of property so occupied): _____

- c. Term(s) of occupancy (e.g. one-year lease, month-to-month tenancy): _____
- d. Amount of rental paid by occupant(s) _____

13. Is the property or any portion thereof occasionally used by persons or organizations other than the applicant?
 Yes No
- If yes, state use and indicate specific portion of property used, frequency of use and fee charged or contributions received for use: _____

14. Are there any buildings or other improvements on the property? Yes No
- If yes, skip questions a through e. If no, answer a-e and skip questions 15-16.
- a. Use or uses of property if not described in question 10. _____

- b. Are building or other improvements contemplated on this unimproved land? Yes No
 If yes, give full details including proposed use(s): _____

c. Do the minutes of the organization contain a resolution(s) authorizing contemplated building or other improvements? Yes No

If yes, attach a copy of resolution(s).

d. State detailed financial resources for contemplating buildings or other improvements (including building fund). _____

e. When will construction begin? _____

15. Describe, briefly, the building(s) or other improvements: _____

a. Approximate acreage of land not underlying buildings or other improvements: _____

b. Use or uses of land referred to in 15a. if not described in question 10. _____

c. Are buildings or other improvements contemplated on this unimproved land? Yes No

If yes, give full details including proposed use(s): _____

d. Do the minutes of the organization contain a resolution authorizing contemplated buildings or other improvements? Yes No If yes, attach copy of resolution(s)

e. State financial resources for contemplated buildings or other improvements (including building fund). _____

f. When will construction begin? _____

16. Are there any unoccupied buildings or other improvements on this property? Yes No

a. Date(s) they became unoccupied _____

b. Describe contemplated use(s) of the buildings or other improvements: _____

VERIFICATION

State of New York

ss:

County of

_____, being duly sworn, says that __he is the _____ of the applicant organization, that the statements contained in this application (including the attached sheets consisting of _____ pages) are true and correct and complete, and that __he makes this application for real property tax exemption as provided by law.

Subscribed and sworn to before me

this _____ day of _____ 20____

Signature of owner or authorized representative

Commissioner of deeds or notary public

GENERAL INFORMATION AND FILING REQUIREMENTS

1. Tax exemption for nonprofit organizations under section 420-a or 420-b of the Real Property Tax Law

Real property owned by a corporation or association organized or conducted exclusively for religious, charitable, hospital, educational, moral or mental improvement of men, women or children, or for two or more such purposes, and used exclusively for carrying out thereupon one or more such purposes, is exempt from taxation pursuant to section 420-a.

Unless a municipality has chosen to make it taxable, real property owned by a corporation or association organized exclusively for bible, tract, benevolent, missionary, infirmary, public playground, scientific, literary, bar association, medical society, library, patriotic or historical purposes, for the development of good sportsmanship for persons under the age of eighteen years through the conduct of supervised athletic games, for the enforcement of laws relating to children or animals, or for two or more such purposes, and used exclusively for carrying out one or more such purposes, is exempt from taxation pursuant to section 420-b.

2. APPLICATION

A two-part application must be filed in each assessing unit in which exemption is sought: Form RP-420-b-Org (I-Organization purpose) and form RP-420-a/b-Use (II-Property use). One copy of Form RP-420-b-Org must be filed in each assessing unit. One copy of Form RP-420-a/b-Use must be filed in each assessing unit for each separately assessed parcel for which exemption is sought. Each year following the year in which exemption is granted on the basis of this application, renewal forms RP-420-a/b-Rnw-I and RP-420a/b-Rnw-II must be filed.

If you need more space for any item in the application, attach additional sheets and indicate the question(s) to which you are responding. Please give your name and employer identification number on all attachments. The assessor may request information in addition to the information contained in the application.

For purposes of section 420-a, the same forms may be used (except RP-420-a-Org replaces RP-420-b-Org). In the alternative, the owner may submit proof of exempt status to the assessor in whatever form is mutually acceptable.

3. Place of filing application

Application for exemption from city, town, or village taxes must be filed with the city, town, or village assessor. Application for exemption from county or school district taxes must be filed with the city or town assessor who prepares the assessment roll used in levying county or school taxes. In Nassau County, applications must be filed with the Nassau County Board of Assessors. In Tompkins County, applications must be filed with the Tompkins County Division of Assessment. **Do not file with the State Board of Real Property Services.**

4. Time of filing application

For purposes of section 420-b, the application must be filed in the assessor's office on or before the appropriate taxable status date. For purposes of section 420-a, the application should be filed on or before such date. In towns preparing their assessment roll in accordance with the schedule provided by the Real Property Tax Law, the taxable status date is March 1. In towns in Nassau County, the taxable status date is January 2. Westchester County towns have either a May 1 or June 1 taxable status date; contact the assessor. In villages and cities, the taxable status dates vary, and the appropriate assessor should be consulted for the correct date. In New York City, property acquired by an organization exempt pursuant to either of these sections may receive exemption as of the date of its acquisition; application for exemption should be filed promptly.

SPACE BELOW FOR ASSESSOR'S USE

Parcel identification no.(s)

Applicant organization

Employer ID no.

Date application filed

Application Approved Disapproved

Assessed Valuation \$ _____ Taxable \$ _____ Exempt

Documentary evidence presented: _____

Assessing unit

Assessor's signature

Date