

TENNESSEE STATE BOARD OF EQUALIZATION APPLICATION FOR PROPERTY TAX EXEMPTION

This form must be **COMPLETELY FILLED IN AND SIGNED** and must include the following attachments: (1) Quitclaim or warranty deed for real property; (2) Corporate Charter & Bylaws or if unincorporated, a copy of any other document that explains the organization's governing structure; (3) Financial information for the last fiscal year (i.e., Form 990 if required by IRS, or income/expense statement/budget); (4) Current photograph of property; (5) Personal property schedule/list for personal property only applications. **Send a duplicate copy of the application and supporting documents to the county assessor.**

A separate application form must be filed for each parcel of real property or each personal property account for which exemption is requested.

This information is also available at our website <http://www.comptroller.tn.gov/sboe/forms.asp>

RETURN ALL REQUIRED DOCUMENTS AND REQUIRED FEE (Check or Money Order)

TO: **STATE BOARD OF EQUALIZATION**
9th Floor, W.R. Snodgrass TN Tower
312 Rosa L. Parks Avenue
Nashville, TN 37243-1102
PHONE (615) 401-7883

**FOR OFFICIAL USE ONLY
DO NOT WRITE IN THIS
SPACE**

RECORD#

FEE AMOUNT RECEIVED:

Property Location: _____ **County**

PROPERTY TYPE: () REAL PROPERTY () PERSONAL PROPERTY

PROPERTY ASSESSOR'S IDENTIFICATION					
Control Map	Group	Parcel	Property Identifier	Special Interest	Acres

Personal Property Identification Number (if applicable): _____

1. Applicant's name: _____

2. Applicant's address: _____
Street Address

City State Zip Code Telephone Number

3. Location of subject property: _____
Street Address (*No P.O. Boxes)

City State Zip Code

4. Applicant's contact information: Mr. () Ms. ()

Name

Telephone Number E-mail Address

Street Address

City State Zip Code

5. Type of organization: () Religious; () Charitable; () Scientific; () Educational; () Other - Please Explain _____

6. Is the organization incorporated? () Yes () No

7. Type of exemption applied for: () Religious; () Charitable; () Scientific; () Educational

8. Has the organization previously made application for exemption for this or any other property? () Yes () No

9. If religious, was this property exempt under previous owner? () Yes () No

10. If religious, does this property replace previously approved exemption property owned by your organization?
() Yes () No

(Over)

11. When did your organization receive the property? _____
12. What was the purchase price of the property? _____
13. What is the appraised value of the land? _____
14. What is the appraised value of structures? _____
15. What is the value of the personal property? _____
16. If under construction, what is the estimated value of the completed building? _____
17. For real property, describe all structures located on the parcel: _____

18. List all current uses/activities and state how often each use/activity occurs): _____

19. Date use began: _____
20. Is any portion of this property used by or leased to another person or entity? () Yes () No
 If yes, please answer the following questions:
- a. Who uses the property and how is it used? _____
 - b. When did use begin? _____
 - c. Is there a rental/usage fee charged by the applicant? () Yes () No
 If so, how is the amount calculated? _____
 - d. What portion of the property is used by the person/entity? _____
 - e. Please provide a copy of the lease or any other applicable agreement.
21. The undersigned submits the following information in support of this application (attach additional pages as necessary):

AFFIDAVIT: I do hereby verify that the foregoing statements are true and correct to the best of my knowledge and belief.

_____ Date _____ Signature

FOR OFFICIAL USE ONLY				
() APPROVED:				
() DENIED:				
() PARTIAL:				
EFFECTIVE DATE OF EXEMPTION:				
EXEMPTION TYPE:	Religious ()	Charitable ()	Educational ()	Scientific ()
COMMENTS: 				
By: _____ Attorney or State Board Designee			_____ Date	