



KETCHIKAN GATEWAY BOROUGH

Department of Assessment 1900 First Avenue, Ste. 219 Ketchikan, Alaska 99901
 Phone: (907) 228 - 6640
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COMMUNITY PURPOSE PROPERTY EXEMPTION APPLICATION

Parcel Number:	Tax Year Requesting Exemption:
Owner/Organization Name:	Second Owner (if applicable):
Mailing Address:	Location (Property) Address:
Provide Brief Description of organization activities and property use:	

Please Provide Copy(s) Of:

Articles of Incorporation/Constitution and By-laws, 501(c)(3) or 501(c)(4) Federal Tax Status

Ownership Documentation (copy of deed or contract or recording number listed on deed or contract).

Describe in detail and attach supporting documentation in regards to the activities of the organization and non-exclusive use of the property (refer to criteria on following page).

OR:

Check here if these documents have been previously submitted and no changes have occurred since original submission. *The Department of Assessment may request new(updated) or additional information prior to exemption status determination in accordance with State Statutes and Borough Code.*

Please note: *although your organization may be tax exempt, if you are located within the corporate boundaries of the City of Ketchikan equipment you lease from any non-exempt entity is taxable. If your organization leases any equipment, (ie: copiers, computers, signs, postage meters, furniture, medical, communications or playground equipment) please list the type of equipment, and the name and address of the owners on a separate sheet of paper and return with the application.*

◀◀ RETURN BY DECEMBER 15, PRIOR TO THE EXEMPTION YEAR REQUESTED ▶▶
SIGNED ORIGINAL APPLICATION FORMS REQUIRED

CERTIFICATION: I hereby certify under penalty of law (AS 11.56.210) the answers given on this application and any supporting documentation is true and correct to the best of my knowledge.

Print Name: _____ Title: _____

Signature: _____ Phone: _____

e-mail: _____

Office Use Only: <input type="checkbox"/> New Filing <input type="checkbox"/> Prior Filing <input type="checkbox"/> Approved <input type="checkbox"/> Denied Comments:
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KGB Sec 4.45.080

(2) Classifies and exempts from taxation:

- a.) The property of organizations not organized for business or profit-making purposes and used exclusively for community purposes, provided that income derived from rental of such property does not exceed the actual cost to the owner of the use by the renter;**

The assessor may from time to time require such information as is reasonably necessary to determine the character of the organization and the nature of uses made. The exemption provided in this section is not applicable unless the required information is provided to the assessor.

Criteria: Please meet the following

- | Yes | No | |
|-----|-----|---|
| ___ | ___ | 1. Is the association/ organization organized (i.e., lawful corporation) as a not for profit entity? |
| ___ | ___ | 2. Does the organization possess a current IRS 501(c)(3) or 501(c)(4) exemption ruling? |
| ___ | ___ | 3. Does income derived exceed operating expenses (not including debt service)?
<i>Attach copy of latest annual income & expense analysis</i> |
| ___ | ___ | 4. Was this property, or any portion, used for rental/income purposes during the past year?
<i><u>If so, Please Describe:</u></i> |
| ___ | ___ | 5. Property ownership as of the 1st of January in applicant's (organization) name? |
| ___ | ___ | 6. Is this property used exclusively (100% of the time) for Community Purpose Exemption. If not, please explain other uses. |
| ___ | ___ | 7. Does your organization require a membership or entrance fee to use or obtain access to the property
a. If yes, how much is the membership fee? \$_____ (one time/annual/other)
b. Are there any restrictions on the use of the property by the public? If so, please describe. |
| ___ | ___ | 8. Is the property <u>actively</u> being used for the activities of the organization? |

Expanded Description/Comments (attach additional pages if necessary):