



STATE OF WISCONSIN

PROPERTY TAX EXEMPTION REQUEST

State law requires owners seeking exemption of a property for the current assessment year to file this form along with any necessary attachments. **Failure to complete this form in its entirety may result in denial of exemption.** The completed form and attachments must be filed with the assessor in the taxation district where the property is located by **March 1** to be eligible for the current assessment year. See sec. [70.11](#), Wis. Stats., and the [Wisconsin Property Assessment Manual](#) for additional property tax exemption information. If more space is needed for any questions, use the "Additional Information" box on page 4 or attach additional sheets.

SECTION 1 – APPLICANT INFORMATION

1. Applicant name		Date / /																																												
2. Applicant is: <input type="checkbox"/> Sole proprietorship <input type="checkbox"/> WI Chapter 181 corporation <input type="checkbox"/> WI unincorporated nonprofit association <input type="checkbox"/> Other (please explain):																																														
3. Contact person: Address: Phone number(s): Email: Relationship to applicant:	4. Registered agent: Address: Phone number(s): Email:																																													
5. Mailing address and phone number of Applicant if different than Contact Person:																																														
6. Identify each organizational officer, the officer's address, the phone number and the position held within the requesting organization.																																														
7a. Please identify the use of the property: <table style="width: 100%; border: none;"><tr><td><input type="checkbox"/> Agricultural Fair</td><td><input type="checkbox"/> Fire Company</td><td><input type="checkbox"/> Library</td><td><input type="checkbox"/> Rehabilitation</td></tr><tr><td><input type="checkbox"/> Archaeological Site</td><td><input type="checkbox"/> Fraternity</td><td><input type="checkbox"/> Lions Camp</td><td><input type="checkbox"/> Religious</td></tr><tr><td><input type="checkbox"/> Art Gallery</td><td><input type="checkbox"/> Held for Public Interest</td><td><input type="checkbox"/> Local Exposition</td><td><input type="checkbox"/> Sports/Entertainment</td></tr><tr><td><input type="checkbox"/> Benevolent</td><td><input type="checkbox"/> Historic/Architectural</td><td><input type="checkbox"/> Medical Research</td><td><input type="checkbox"/> Theater</td></tr><tr><td><input type="checkbox"/> Bible Camp</td><td><input type="checkbox"/> Historical Society</td><td><input type="checkbox"/> Memorial</td><td><input type="checkbox"/> Waste Treatment</td></tr><tr><td><input type="checkbox"/> Cemetery</td><td><input type="checkbox"/> Hospital</td><td><input type="checkbox"/> Mental/Physical Disabled Camp</td><td><input type="checkbox"/> Women's Club</td></tr><tr><td><input type="checkbox"/> Charity</td><td><input type="checkbox"/> Housing</td><td><input type="checkbox"/> Military</td><td><input type="checkbox"/> YMCA/YWCA</td></tr><tr><td><input type="checkbox"/> Dependent & Development Disability</td><td><input type="checkbox"/> Humane Society</td><td><input type="checkbox"/> Professional Sport/Entertainment Stadium</td><td><input type="checkbox"/> Youth Baseball Assoc.</td></tr><tr><td><input type="checkbox"/> Disability Camps</td><td><input type="checkbox"/> Industrial Development Agencies</td><td><input type="checkbox"/> Radio Station</td><td><input type="checkbox"/> Youth Hockey</td></tr><tr><td><input type="checkbox"/> Educational</td><td></td><td><input type="checkbox"/> Radio/Cellular/Telecommunications Towers</td><td><input type="checkbox"/> Other (please explain in the "Additional information" box on page 4)</td></tr><tr><td><input type="checkbox"/> Farmer's Temple</td><td><input type="checkbox"/> Labor Temple</td><td><input type="checkbox"/> Railroad Historic Society</td><td></td></tr></table>			<input type="checkbox"/> Agricultural Fair	<input type="checkbox"/> Fire Company	<input type="checkbox"/> Library	<input type="checkbox"/> Rehabilitation	<input type="checkbox"/> Archaeological Site	<input type="checkbox"/> Fraternity	<input type="checkbox"/> Lions Camp	<input type="checkbox"/> Religious	<input type="checkbox"/> Art Gallery	<input type="checkbox"/> Held for Public Interest	<input type="checkbox"/> Local Exposition	<input type="checkbox"/> Sports/Entertainment	<input type="checkbox"/> Benevolent	<input type="checkbox"/> Historic/Architectural	<input type="checkbox"/> Medical Research	<input type="checkbox"/> Theater	<input type="checkbox"/> Bible Camp	<input type="checkbox"/> Historical Society	<input type="checkbox"/> Memorial	<input type="checkbox"/> Waste Treatment	<input type="checkbox"/> Cemetery	<input type="checkbox"/> Hospital	<input type="checkbox"/> Mental/Physical Disabled Camp	<input type="checkbox"/> Women's Club	<input type="checkbox"/> Charity	<input type="checkbox"/> Housing	<input type="checkbox"/> Military	<input type="checkbox"/> YMCA/YWCA	<input type="checkbox"/> Dependent & Development Disability	<input type="checkbox"/> Humane Society	<input type="checkbox"/> Professional Sport/Entertainment Stadium	<input type="checkbox"/> Youth Baseball Assoc.	<input type="checkbox"/> Disability Camps	<input type="checkbox"/> Industrial Development Agencies	<input type="checkbox"/> Radio Station	<input type="checkbox"/> Youth Hockey	<input type="checkbox"/> Educational		<input type="checkbox"/> Radio/Cellular/Telecommunications Towers	<input type="checkbox"/> Other (please explain in the "Additional information" box on page 4)	<input type="checkbox"/> Farmer's Temple	<input type="checkbox"/> Labor Temple	<input type="checkbox"/> Railroad Historic Society	
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7b. Identify the precise statutory reference and language supporting the exemption.																																														
8. State the organization's purpose, mission, and primary goal:																																														
9. Describe the services provided by the organization:																																														
10. List the primary beneficiaries of the services:																																														
11. Is there a fee charged, or revenue earned, for services provided? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A If Yes, what is the amount of the fee charged or revenue earned?																																														
12. Do you provide any free service? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A If Yes, explain:																																														
13. What percent of recipients receive free service (on an annual basis) <input type="checkbox"/> N/A _____ %																																														
14. Do you provide service to anyone at below market or reduced rates? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A If Yes, explain:																																														

Wisconsin Department of Revenue

SECTION 4 – ATTACHMENTS

31. ATTACH COPIES OF THE FOLLOWING DOCUMENTS:

A. Documents regarding applicant, owner, tenant(s), or occupant(s) of the Subject Property (where applicable):

1. Proof of non-profit status (e.g., Determination Letter under I.R.C. 501(c)(3))
2. Partnership Agreement, Association Documents, Articles of Incorporation, Charter and By-laws, including any amendments thereto
3. Latest annual report filed with State Department of Financial Institutions
4. Curriculum of educational courses offered
5. Part II of Form 1023 (Application for Recognition of Exemption) filed with the Internal Revenue Service
6. Form 990 (Return of Organization Exempt from Income Tax)
7. Form 990T (Exempt Organization Business Income Tax Return)
8. Ordination papers for the occupants if the Subject Property is to be considered eligible as housing for pastors and their ordained assistants, members of religious order and communities, or ordained teachers
9. Leases and subleases affecting the Subject Property or any part thereof, including all amendments thereto
10. Concessionaire agreements, license agreements, and other documents regarding the use of occupancy of the Subject Property or any part thereof, including all amendments thereto
11. Covenants, restrictions, rules and regulations (recorded or unrecorded), and all amendments thereto, affecting use or occupancy of the Subject Property or title thereto and all amendments thereto
12. Mortgages (recorded or unrecorded) affecting the Subject Property
13. Copy of the documents listed in 1 through 12 above as the same relate to any tenant or occupant of the property
14. Any other information that would aid in determining exempt status

B. Documents regarding the Subject Property:

1. Survey of the Subject Property. This includes certified survey maps and subdivision maps and plats
2. An Appraisal of the Subject Property
3. Deeds or instruments of conveyance by which organization acquired interest in the Subject Property
4. Any other information that would aid in determining exempt status

SECTION 5 – AFFIDAVIT

Under penalties of perjury, I, on behalf of the above-named organization/Applicant, hereby certify that I am authorized to sign and submit this application, and that the information and documents submitted herewith are true and correct to the best of my knowledge and belief.

Title	Phone () —	Date
Signature	Name (<i>printed</i>)	

STATE OF WISCONSIN

COUNTY OF: _____

Subscribed and sworn to before me this _____ day of _____, _____

Notary Public
My Commission expires on _____

(Seal)

Note: The following text is from state law (sec. 70.11, Wis. Stats.). Refer to current Wisconsin Statutes for the complete language or sections applicable to the exemption of property from taxation.

70.11 Property exempted from taxation. The property described in this section is exempted from general property taxes if the property is exempt under sub. (1), (2), (18), (21), (27) or (30); if it was exempt for the previous year and its use, occupancy or ownership did not change in a way that makes it taxable; if the property was taxable for the previous year, the use, occupancy or ownership of the property changed in a way that makes it exempt and its owner, on or before March 1, files with the assessor of the taxation district where the property is located a form that the department of revenue prescribes or if the property did not exist in the previous year and its owner, on or before March 1, files with the assessor of the taxation district where the property is located a form that the department of revenue prescribes. Except as provided in subs. (3m)(c), (4)(b), (4a) (f), and (4d), leasing a part of the property described in this section does not render it taxable if the lessor uses all of the leasehold income for maintenance of the leased property, construction debt retirement of the leased property or both and if the lessee would be exempt from taxation under this chapter if it owned the property. Any lessor who claims that leased property is exempt from taxation under this chapter shall, upon request by the tax assessor, provide records relating to the lessor's use of the income from the leased property.

Additional information: