

Tax Exemption Program

Recertification Application Checklist

Return this checklist & forms to:

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Green Acres Tax Exemption Program
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For G.A. Use Only

Date Received: _____
Application Number: _____
Complete: _____
Incomplete: _____
Approved: _____
Denied: _____
Initials – Date: _____

Application # _____ **Organization:** _____

Contact: _____ **Phone Number:** _____

Location of Property:

Street Address:
(include parking advice) _____

Municipality: _____ **County:** _____

- 1. **NEW!** Please answer the Property Information and Property Inspection questions on the back of this checklist. (Please print this checklist double-sided to save paper and file space.)
 - 2. One (1) original *Further Statement* (Form F.S. Rev. April 2002), for each block and lot.*
 - 3. One (1) copy of the *Signed Cover Letter* sent to the Municipal Tax Assessor (same as item 1 in list at bottom of this page).
 - 4. *Property map* showing adjacent preserved and/or tax-exempt land, public access points, parking areas, roads, driveways, trails, and points of interest (aerial map preferred).
- STOP!* – If there have been physical and/or use changes, or property ownership changes/dispositions, then the following items must also be submitted:**
- 5. One (1) original *Application for Recertification of Exemption From Real Property Taxes* (Form GAR-032 2/2012).* **Be sure to include** a detailed description explaining any changes to the property or its ownership.
 - 6. One (1) original *Property Use Analysis* (Form GAR-033 2/2012).
Be sure to include:
 - (a) tax map(s) labeled to show property (see Item G) and detailed property map (see Item H).
 - (b) recent, dated photo(s) of posted Green Acres Tax Exemption Program sign(s) (see Item I).
 - 7. A copy of the recorded deed showing ownership of the property (if ownership has changed).

APPLICANT / NONPROFIT ORGANIZATION MUST SEND TO MUNICIPAL TAX ASSESSOR:

1. Cover letter to Tax Assessor.
2. Two (2) original *Further Statements* (Form F.S. Rev. April 2002), for each block and lot.*

*** DOCUMENTS MUST HAVE ORIGINAL SIGNATURES**

Application # _____ **Organization:** _____

PROPERTY INFORMATION

Was the property acquired with Green Acres funding assistance? _____ YES Green Acres Project #: _____ NO

Is the property part of existing preserve? _____ YES Preserve Name: _____ NO

PROPERTY INSPECTION

_____ inspected the property on _____ and
(Name of representative of nonprofit organization) (date)

verifies that the property is free and clear of anything that would preclude or discourage public access. More specifically:

- (a) Does property have locked gates? _____ YES _____ NO
- (b) Does property have "NO TRESPASSING," "PRIVATE PROPERTY," or "KEEP OUT" signs (or signs that contain these words)? _____ YES _____ NO
- (c) Does property have junk piles, debris, litter, etc.? _____ YES _____ NO
- (d) Are there any encroachments onto the property? _____ YES _____ NO

If "YES" for any items above, what steps are being taken to resolve? (attach additional sheet if needed)

