

Tax Exemption Program

Initial Application Checklist

Return this checklist & forms to:

Cherylynn Cooke, Coordinator
Green Acres Tax Exemption Program
Mail Code 501-01 – P.O. Box 420
Trenton, NJ 08625-0420
Phone: 609-984-0570
Fax: 609-984-0608
Web: www.nj.gov/dep/greenacres

For G.A. Use Only

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

Applicant / Nonprofit Organization: _____

Contact: _____

Phone Number: _____

Location of Property:

Street Address:

(include parking advice) _____

Municipality: _____

County: _____

A. One (1) original *Application for Real Property Tax Exemption* (Form GAR-031 1/2014).*

NEW! Be sure to answer the Property Inspection questions.

(See Part B, Item 4 of Application Form.)

Be sure to include Supporting Documentation (see Part E of Application Form):

- (1) IRS 501(c)(3) letter of determination for your nonprofit organization**
- (2) documentation legally establishing your nonprofit organization**
- (3) recorded deed for the property
- (4) current tax bill for each block and lot
- (5) municipal tax map with specific parcels highlighted or labeled
- (6) municipal street map labeled to show location and public access points
- (7) property map showing access points, parking, trails, etc. (aerial map preferred)

B. One (1) original *Initial Statement of Organization Claiming Property Tax Exemption* (Form I.S. Rev. December 2001), for each block and lot.*

C. One (1) copy of the *Signed Cover Letter* sent to the Municipal Tax Assessor (same as item 1 in list below).

APPLICANT / NONPROFIT ORGANIZATION MUST SEND TO MUNICIPAL TAX ASSESSOR:

1. Cover letter to Tax Assessor
2. Two (2) original *Applications for Real Property Tax Exemption* (Form GAR-031 1/2014)*
3. Two (2) original *Initial Statements* (Form I.S. Rev. December 2001), for each block and lot*

* DOCUMENTS MUST HAVE ORIGINAL SIGNATURES

** DO NOT SEND IF PROPERTY WAS ACQUIRED WITH GREEN ACRES FUNDING ASSISTANCE.