

NON-PROFIT AND RELIGIOUS ORGANIZATIONS

Property Tax Information and Questionnaire form

CLAIMS FOR EXEMPTIONS FROM PROPERTY TAXES AND/OR PERSONAL PROPERTY TAXES PURSUANT TO A.R.S. Title 42, Chapter 11, Article 3 - EXEMPTIONS

COPIES OF THE FOLLOWING DOCUMENTS MUST BE SUBMITTED WHEN MAKING APPLICATION

I.R.S. TAX EXEMPTION LETTER

BY-LAWS

ARTICLES OF INCORPORATION

FINANCIAL REPORT

LETTER OF SPECIFIC INTENT – DATE PROPERTY WAS ACQUIRED,
DETAILS OF ALL ACTIVITIES CONDUCTED ON SITE.

AN INVENTORY OF PERSONAL PROPERTY WHEN APPLYING FOR
PERSONAL PROPERTY EXEMPTION ONLY

IF PROPERTY OR BUILDING IS BEING HELD PRIMARILY FOR RELIGIOUS
WORSHIP, SUBMIT A MINIMUM OF **THREE** DOCUMENTS THAT SHOW
INTENT.

* * * * *

EXEMPTION APPLICATIONS WILL BE ACCEPTED FROM JANUARY 2ND UNTIL
MARCH 1ST OF THE EXEMPTION YEAR. APPLICATIONS WILL NOT BE ACCEPTED
AFTER MARCH 1ST UNLESS THEY ARE ACCOMPANIED BY AN APPROVED
REDEMPTION OF WAIVER LETTER FROM THE CLERK OF THE BOARD.

**Failure to file a claim for property tax exemption within this time period waives all
rights for the exemption for that calendar year ARS 42-11153.**

DIRECT ALL CORRESPONDENCE AND INQUIRIES TO:

PIMA COUNTY ASSESSOR'S OFFICE
EXEMPTION SECTION
240 N Stone Ave
Tucson, Arizona 85701

724-7500

**COMPLETE THE QUESTIONNAIRE ON THE BACK OF THIS
FORM**

NON-PROFIT AND RELIGIOUS ORGANIZATIONS
Property Tax Information and Questionnaire form

QUESTIONNAIRE FOR PROPERTY TAX EXEMPTION
ALL QUESTIONS MUST BE ANSWERED TO BE CONSIDERED FOR EXEMPTION

1. Name & Address of Organization:

2. Under which section of **Title 42, Chapter 11, Article 3** does your organization claim exemption? _____.

(Arizona Revised Statutes can be found at: www.azleg.gov)

3. Are there any type of business activities such as snack bars, cafés or restaurants operating on the premises? Yes _____ No _____

4. Is the organization exempt from Federal and/or State income taxes?
Yes _____ No _____

5. Is the Organization a 501 (C)? Yes _____ which type _____. No _____

5. Give day, month, and year deed/title was acquired by applicant.
Day _____ Month _____ Year _____

6. Claimant is: Owner/Operator _____ Owner only _____ Operator only _____

7. Exemption is claimed on:
All land _____ Buildings & Improvements _____ Personal Property _____

8. Is any portion of the property used as a place of residence? Yes _____ No _____
If yes, state number of individuals occupying the premises and the duration of the occupancy. _____.

9. Does applicant receive any income? (other than free will offerings in connection with this property) Yes _____ No _____

10. Is any portion of the property being leased or rented to a non-profit and/or a for-profit organization(s)? Yes _____ No _____. If yes, please list the name(s) of the organization(s) _____

11. List date of occupancy: Month _____ Day _____ Year _____.

INSTRUCTIONS FOR FILING EXEMPTION BY MAIL

Pursuant to A.R.S. §§ 42-11101 through 42-11155

Failure to comply with any of these requirements waives all rights for Exemption for this year. Affidavits will not be considered for exemption unless filled out according to instructions.

- * Section A- List all real and personal property.
- * Section B- List specific usage of all real and personal property.
- * Section C - Fill out exemption & organization information.
- * Notify our office of any changes.
- * When requesting new property please submit the following:
 - *Questionnaire For Property Tax Exemption
 - *IRS Tax Exemption Letter / Financial Report
 - *Articles Of Incorporation & By Laws
 - *Letter of Specific Intent- Date property was acquired, details of all activities conducted on site. (*for each property*)
 - *An inventory of Personal Property when requesting Personal Property Accounts
 - *If the requested property is being held primarily for religious worship, submit a minimum of THREE documents that show intent.
 - Architectural Blueprints Pima County issued building permit
 - Meeting Minutes Building Fund
 - Brochures / Pamphlets / Bulletins
 - *Documents pertaining to name change or DBA's (*if any*)
 - *Lease Agreements / Rent-roll (*if any*)

Return signed and notarized affidavits prior to March 1, 2020 to:

Pima County Assessor's Office
Exemption Section
240 N Stone Ave
Tucson, AZ 85701
(520) 724-7500

ASSESSOR'S OFFICE USE ONLY					
501	_____	LETTER OF INTENT	_____	FIELD CHECK DATE	_____
ARTICLES OF INCORPORATION	_____	QUESTIONNAIRE	_____	ARS 42-	_____
BY-LAWS	_____	BOS WAIVER	_____	APPROVED	_____
FINANCIAL REPORT	_____	3 INTENT DOCUMENTS	_____	DENIED	_____