

Tax Exemption Program

Initial Application Checklist – 2009

Return this checklist & forms to:

Larry Fink, Coordinator
Green Acres Tax Exemption Program
P.O. Box 412, 501 E. State St., 1st Fl.
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Phone: 609-633-9268
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For G.A. Use Only

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

Applicant / Nonprofit Organization: _____

Contact: _____ **Phone Number:** _____

Location of Property:

Municipality: _____ **County:** _____

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

Be sure to include:

- (a) the IRS 501(c)(3) letter of determination for your nonprofit organization
 - (b) deed for the property
 - (c) current tax bill for each block and lot
 - (d) tax map(s) labeled to show property
 - (e) municipal street map labeled to show location and public access points
 - (f) map of property showing access points, parking, trails, etc. (aerial map preferred)
 - (g) documentation legally establishing your nonprofit organization
2. One (1) original *Initial Statement of Organization Claiming Property Tax Exemption* (Form I.S. Rev. December 2001), 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 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)*
3. Two (2) original *Initial Statements* (Form I.S. Rev. December 2001), for each block and lot*

* DOCUMENTS MUST HAVE ORIGINAL SIGNATURES