

Tax Exemption Program

Recertification Application Checklist – 2009

Return this checklist & forms to:

Larry Fink, Coordinator
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:

Municipality: _____ **County:** _____

- 1. One (1) original *Further Statement* (Form F.S. Rev. April 2002), for each block and lot.*
- 2. One (1) copy of the *Signed Cover Letter* sent to the Municipal Tax Assessor (same as item 1 in list below).
- 3. Map of property showing access points, parking, trails, etc. (aerial map preferred).

NOTE: *If there have been physical and/or use changes, or property ownership changes/dispositions, then the following items must also be submitted:*

- 4. One (1) original *Application for Recertification of Exemption From Real Property Taxes* (Form GAR-032).* Be sure to include a detailed description explaining any changes to the property or its ownership.
- 5. One (1) original *Property Use Analysis* (Form GAR-033).
Be sure to include:
 - (a) tax map(s) labeled to show property
 - (b) municipal street map labeled to show location and public access points
 - (c) recent photo(s) of posted Green Acres Tax Exemption Program sign(s)
- 6. A copy of the recorded deed showing ownership of the property.
- 7. A copy of the current tax bill for each block and lot.
- 8. One (1) *Map* of the property showing any and all public access points, parking areas, roads, driveways, trails, and points of interest.

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