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.