Tax Exemption Program

Initial Application Checklist

Return this checklist & forms to:
Cherylynn Cooke, Coordinator
Green Acres Tax Exemption Program
Mail Code 401-07B – P.O. Box 420
Trenton, NJ 08625-0420
Phone: 609-322-9710
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 3/2022).*

☐ 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 3/2022)*
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.