

CITY OF PORTSMOUTH
REAL PROPERTY TAX EXEMPTION INFORMATION SHEET/APPLICATION
OFFICE OF THE ASSESSOR

FORM PE—1

P.O. BOX 820, PORTSMOUTH, VIRGINIA 23705

REVISED OCTOBER '01

DATE OF MAILING _____
MAP _____ PARCEL _____

Do Not Write In This Space Date Received from Applicant Initial: _____
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All questions must be answered. If the question is, in fact, not applicable to your specific situation, place N.A. in place of answer. The form must be fully completed, signed and notarized. Failure to comply will result in the property not being considered for tax exempt status at this time. If the constitution and by-laws of your organization were previously sent to this office, and no amendments, etc., were added since that time, please indicate under proper question (11) and give date these items were sent. Please type or print and return the completed form within sixty (60) days of mailing date given above.

Owner/Name of Organization:

Location of Property:

Present Value of Property Carried on Your Book:

Land	\$ _____
Improvements	_____
Total	_____

1. Are you chartered or incorporated under the Laws of the Commonwealth of Virginia? Yes No
a. If yes, give date: _____
b. By what section of the Constitution and Code of Virginia do you claim this exemption? _____

2. For what purpose is the ownership group chartered or incorporated?

3. For what purpose is the property being used? Please be specific. If there are several types of uses, or non-use, indicate by areas of the building and floor location. Also indicate land areas by use or non-use. _____

4. When was this property originally acquired by your organization?
Month: _____ Year: _____ Land Area: _____
a. Has your organization acquired additional land since the date given above?
Yes No
If yes, give month and year: Month: _____ Year: _____
b. Describe this additional acquisition as to land area, improvements thereon and specific use as well as Map and Parcel Numbers, Deed Book and Page Number.

5. Give dates of construction, etc., for the improvements located on your organization's property, including additions, and renovations or demolitions and the value of same. Indicate specifically if these improvements are located on land areas covered by "4" or "4a" above.

6. Was an exemption previously given this group pursuant to Article X, Sec. 6 (a) 6 of the Constitution of Virginia and listed in the Code of Virginia Article IV, Chapter 36 of Title 58.1? Yes No If so, please cite the appropriate Acts of Assembly wherein same was given. _____

7. Does the ownership group have an exemption under the Internal Revenue Code of 1954, Sec. 501 (c)? Yes No
a. If yes, give date of Internal Revenue ruling: _____

8. Does any other individual, association or corporation occupy or use any part of the premises? Yes No
a. If yes, give specific details. _____

9. Is any income derived from the use of any portion of the property by other individuals or groups, whether considered as rent or reimbursement of expenses for services incurred? Yes No

10. a. We (do) (do not) ask that the real property covered by this affidavit be carried on the assessment rolls as exempt from taxation.
CIRCLE ONE
b. We ask that the exemption be _____ % of the total assessed value.

11. We attach to this affidavit our most recent financial statement of income and expenditures for a 12-month period, which statement will become part of this affidavit. The attached financial statement is for the period from _____ to _____. Also attached is a copy of our Constitution and By-Laws.

