

# Application for Real Property Tax Exemption and Remission

Date received by county auditor

Date received by DTE

<b>Office Use Only</b>
County application number
DTE application number

## General Instructions

- Submit two copies of this application to the auditor's office in the county where the property is located. (Make a copy for your records.) Applications should not be filed until the year following acquisition of the property. The final deadline for filing with the county auditor is Dec. 31 of the year for which exemption is sought. If you need assistance in completing this form, contact your county auditor.
- Both the County Auditor's Finding (page 3) and the Treasurer's Certificate (page 4) of this application must be completed. Ask your county auditor for the procedure to follow to obtain the Treasurer's Certificate. When presented with this application, the county treasurer should promptly complete the certificate and return the application to you so it may be filed with the county auditor. The county treasurer should make certain the treasurer's certificate is complete and accurately reflects the payment status of taxes, special assessments penalties, and interest, by tax year. Obtain a copy of the property record card from the county auditor and enclose it with this application. It is the applicant's responsibility to make sure the information supplied by the county auditor and county treasurer is complete and accurate.
- Answer all questions on the form. If you need more room for any question, use additional sheets of paper to explain details. Please indicate which question each additional sheet is answering. This application must be signed by the property owner or the property owner's representative.

## Please Type or Print Clearly

**Application is hereby made to have the following property removed from the tax list and duplicate and placed on the tax-exempt list for the current tax year, and to have the taxes and penalties thereon remitted for these preceding tax years:**

<b>Applicant Name:</b>	_____
Notices concerning this application should be sent to:	Name _____
	Name (if different from applicant) _____
	Address _____
	City _____ State _____ ZIP _____ Telephone number _____
	Email Address _____
	If the county auditor is in possession of an email address for you, the auditor may choose to send you important notices about your application by email and regular mail instead of by certified mail.

1. Parcel number(s). a) \_\_\_\_\_  
(If more than four, continue on an attached sheet.) **All parcels must be in the same school district.** b) \_\_\_\_\_  
c) \_\_\_\_\_  
d) \_\_\_\_\_
2. School district where located \_\_\_\_\_
3. Total size of parcel(s)  Less than ONE acre  One acre or MORE Number of acres \_\_\_\_\_

4. Street address or location of property \_\_\_\_\_
5. a) Title to this property is in the name of \_\_\_\_\_  
b) Address of owner \_\_\_\_\_
6. If title holder is different from the applicant, please explain \_\_\_\_\_
7. Title holder is  A nonprofit corporation  An unincorporated association/organization  
(check one):  An individual  Other \_\_\_\_\_
8. Exact date title was acquired \_\_\_\_\_ 9. Title was acquired from \_\_\_\_\_  
Please attach copy of the deed.
10. Does the applicant have a lease or land contract for this property?  Yes  No  
If yes, please attach a copy.
11. Amount paid by title holder for the property \_\_\_\_\_
12. Exact date the exempt use began \_\_\_\_\_
13. Under what section(s) of the Ohio Revised Code (R.C.) is exemption sought?  
R.C. \_\_\_\_\_ R.C. \_\_\_\_\_ R.C. \_\_\_\_\_
14. How is this property being used? **Do not** give conclusions such as charitable purpose, public worship or public purpose. Be specific about what is being done on the property and who uses it. If the property is not currently being used, but there is an intent to use it later for an exempt purpose, describe the intended use and the date set for the intended use.
15. During the years in question, was any part of this property (check one):  
a) Leased or rented to anyone else?  Yes  No  
If yes, please attach copy of lease agreement.  
b) Used for the operation of any business?  Yes  No  
c) Used for agricultural purposes?  Yes  No  
d) Used to produce any income other than donations?  Yes  No
- Note: If the answer to any part of question 15 is "yes," enclose all details on a separate sheet of paper. If money is received, submit profit and loss statements, income and expense data, balance sheets or any other financial statements.**
16. Is anyone living or residing on any part of this property?  Yes  No  
If yes, answer the following:  
a) The person's name and position \_\_\_\_\_  
b) The resident's duties (if any)  
in connection with this property \_\_\_\_\_  
c) The rent paid or other  
financial arrangements \_\_\_\_\_
17. Is anyone using this property other than the applicant?  Yes  No  
If yes, please enclose a complete, detailed explanation.
18. Does the applicant own property in this county that is already exempt from taxation?  Yes  No
19. Property use for **charitable purposes**.  
Please provide articles of incorporation, constitution or bylaws, IRS determination letter and any other similar relevant information.
20. Property used for **senior citizens' residences**.  
If the purpose of the property is to provide a place of **residence for senior citizens**, submit all information required by R.C. section 5701.13.



