

# Application for Property Tax Exemption

(RCW 84.36)

See page 6 for complete instructions and general information.

**Attention: Before filling out form, download and save to your computer.**

## Department of Revenue use only

Post/email:

Scan:

Fee:

Registration number:

County number:

## 1 Applicant organization information

Name:

Mailing address:

City:

State:

Zip:

Contact person:

Phone:

Website:

Email:

UBI number:

Federal Employer Identification Number:

Does your organization currently have a property tax exemption on any property in Washington?

Yes

No

Unknown

If yes, what is your registration number?

Is your organization currently exempt from federal income tax under 501(c)?

Yes

No

## 2 Property information

County:

I am claiming exemption for (check all that apply):

Real property tax (building and land)

Owned

Leased

Personal property tax (furnishings and equipment)

Owned

Leased

Leasehold excise tax (lease of government owned property)

Leased

Government owner/lessor:

Name of site occupant (if different from applicant):

Site location address:

City:

State:

Zip:

Parcel numbers:

State the current and/or planned use of the property:

1. On what date did your organization purchase/lease this property?
2. On what date did your organization begin to conduct the exempt activity at this location?

3. Was this property exempt to the previous owner or lessee?      Yes              No              Unknown
4. Does your organization rent/sublease the property or a portion of the property?      Yes              No
5. Does your organization rent/loan the property to individuals or groups for events or meetings?

Yes              No

If yes, please provide a list of renters and fees:

6. Does this property include a parsonage, convent, or caretaker residence?      Yes              No
7. Has there been any change to parcel(s) including a change in non-exempt use, parcel segregation, or lot line adjustment?      Yes              No

If yes, please provide additional details.

8. Are any buildings under construction,      remodel, or      planned to be built?      Yes              No
- If yes, what is/was the start date?
- When is the estimated completion date?

### 3 Exemption matrix

Please use the checkbox to identify the exempted activity under which you are applying.

Exempt activity or use	Statute RCW 84.36	Rule WAC 458-16-
Administrative offices of a religious org.	032	
Agricultural research or education facility	570	
Artists – Property used to solicit or collect money for artists	650	
Blood/Tissue bank	035	
Cancer clinic or center	046	
Cemetery*	020(1)	180
Church building* Future church site (land only) * Parsonage/Caretaker res.* Convent*	020(2)	190, 200
Church camp*	030(2)	220
Community celebration facility*	037	310
Community center (surplus school district property)	010	
Consul office/residence	010(1)	
Child day care center*	040(1)(a)	260
Emergency/Transitional housing* Recovery housing facility*	043	320
Fair association*	480	
Federally incorporated relief organization	030(5)	
Fire company	060(1)(c)	284
Home for the aging* HUD financed facility Tax exempt bond financing Non-HUD or bond: income verification	041	A-010 A-020
Home for the developmentally disabled*	042	
Home for the sick or infirm*	040	260
Homeownership development	049	
Humane society	060	286

Exempt activity or use	Statute RCW 84.36	Rule WAC 458-16-
Income qualifying households* Rental housing facility Future housing facility or cooperative Mobile or manufactured home cooperative Converting exemption from future to occupied.	560	560
Library (open to the public & free)*	040	260
Limited equity cooperative housing*	675	
Military housing facility	665	
Museum Future museum site*	060(1)(a)	280
Nature conservancy land*	260, 262	290
Nonprofit hospital* Public hospital* (leased property)	040	260
Outpatient dialysis facility*	040	260
Performing arts facility Future performing arts facility*	060(1)(b)	282
Public assembly hall or meeting facility*	037	300
Rebroadcast government radio/TV signal	047	
Senior citizen center	670	
School or college*	050	270
College foundation	050	270
Sheltered workshop for the handicapped	350	330
Social service organization*	030(1)	210
Soil/Water conservation district	240	
Solicitation & distribution of gifts, donations, or grants*	550	215
Student loan agency	030(6)	245
Veteran’s organization*	030(4)	240
Water distribution organization*	250	
Youth character building organization (18 or younger) *	030 (3)	230

\*Additional documents required. Please see Section 6.

## 4 Documentation confirmation

Check the box to indicate that the following required documentation is included with this application packet. **Incomplete applications cannot be processed and will be returned.**

A copy of your IRS letter, only if your organization has been granted exemption from federal income tax under section 501(c).

A copy of the ownership deed for real property or a copy of the lease agreement, if the property is being leased. Note: Do not submit a Deed of Trust, as it is a financing document and does not demonstrate ownership. Please submit a Warranty, Quit Claim, Bargain and Sale, or similar deed to document ownership.

All additional documents listed in Section 6 of this application for the activity/exemption claimed.\*

If your organization rents/sub-leases the property or a portion of the property, please provide the following:

- A copy of all rental/sub-lease agreements, use agreements, or occupancy agreements.

If your organization rents or loans the property or a portion of the property for meetings, parties, or similar events, for more than 15 days in a calendar year, please provide the following:

- A copy of your rental policies and rates.
- A list of all individuals or organizations that used/rented from you during the previous calendar year. The list must include the dates your property was used, the name of the user, the purpose for which the property was used, the amount of rental/donation received, duration/hours of use, and whether the function was open to the public.
- Maintenance and operation expenses attributed to the rental space.

A copy of the property site map and/or floor plans.

## 5 Certification and refund request

By signing this document, I certify that I am an authorized representative of the applicant. I certify that the statements in this application and the information attached are true and correct to the best of my knowledge and belief, and are made for the purpose of having the property described here on or a part thereof, exempt from taxation. I certify that I have reviewed, and can produce upon request, a statement of the receipts and disbursement of the applicant which shows that the income and receipts (including donations) have been applied to the actual expenses of operating and maintaining the exempt activity or for its capital expenditures and to no other purpose. If applicable, I request a refund of property taxes under the provisions of RCW 84.36.815 and RCW 84.69.020 and RCW 84.69.030.

Signature:

Date:

Print name:

Title:

Phone:

Email:

## 6 Additional documents required

In addition to the documents requested in section 4, you must also provide the documents listed for your specific activity.

### **Cemetery (nonprofit & for-profit) - Please provide:**

- A copy of the cemetery plat or map.
- A copy of your cemetery license issued by the Department of Licensing.

### **Future church site - Please provide:**

- Clearly established plans for financing the construction.
- The proposed architectural plans showing what portion of the property will be under actual exempt use.
- A copy of your site survey, building permit, other documents relevant to confirming an active building program.

### **Church – Please provide:**

- A copy of the articles of formation and/or bylaws if the church is not recognized as a 501c with the IRS.

### **Parsonage - Please provide documentation confirming:**

- The occupant is a licensed or ordained member of the clergy.
- The occupant is responsible for holding regularly scheduled worship services.

### **Convent - Please provide documentation confirming:**

- The occupants are licensed or ordained members of clergy devoted to religious life under a superior (i.e. convent formation document and resident guide).

### **Caretaker residence - Please provide:**

- A copy of your caretaker's contract/occupancy agreement.
- A list of your caretaker's duties.

### **Child day care center - Please provide:**

- A copy of your Child Care license from the Department of Early Learning.

### **Church camp - Please provide:**

- A list of all groups, organizations, or individuals (including your organization) that used the facility during the previous calendar year. This information should contain the dates of use, name of the user, the activities provided or conducted, and the rental or donation amount received.

### **Community celebration facility - Please provide:**

- Documentation confirming the property has been primarily used to conduct an annual community celebration event for 10 or more years.

### **Emergency/Transitional housing facility - Please provide:**

- A description of your program or a list of the supportive services provided by your organization.
- A copy of your length of stay policy.
- A copy of your tenant agreement.
- A tenant list showing names of occupants, their move-in/move-out dates, and the rental fee.
- Maintenance/operation expenses of the housing facility.

### **Registered Recovery Residences - Please provide:**

- Documentation demonstrating your registration with the Washington State Health Care Authority as an approved recovery residence.
- Tenant list with rental rates.
- Maintenance/operation expenses of the residence.

### **Fair association - Please provide:**

- Documentation demonstrating your organization sponsors a fair, which receives support from the Department of Agriculture Fair Fund.

### **Home for the aging HUD assisted facility - Please provide:**

- A listing of the varying levels of care and supervision provided or coordinated by the home.
- Documentation demonstrating the facility is assisted by a HUD Project Based Program.
- A residential tenant list showing the unit number; name of the resident(s) occupying the unit as of January 1, age of resident(s), an indication if the resident is disabled; the annual household income, and a description of the assisted living services (if provided).

### **Home for the aging non-HUD or bond financed facility (Income Verified) - Please provide:**

- A listing of the varying levels of care and supervision provided or coordinated by the home.
- A completed Tenant List Template showing the unit number; name of the resident(s) occupying the unit as of January 1 of the current year, age of resident(s), an indication if the resident is disabled; the annual household income, and a description of the assisted living services (if provided).
- Applicant must also file an income verification form REV 64 0043 with their County Assessor's Office for each eligible resident.

## Home for the aging tax exempt bond financed facility Please provide:

- A listing of the varying levels of care and supervision provided or coordinated by the home.
- A copy of the regulatory agreement between the home and the entity that issued the bonds.
- A residential tenant list showing the unit number; name of the resident(s) occupying the unit as of December 31 of the previous year, age of resident(s), an indication if the resident is disabled; and the annual household income.

## Home for the developmentally disabled - Please provide:

- A tenant listing showing the names of all occupants, and move-in dates.
- Proof of tenant eligibility (provided by DSHS – Division of Developmental Disabilities).

## Home for the sick or infirm - Please provide:

- A copy of the facility's license issued by the Department of Health.

## Housing facilities or mobile/manufactured home cooperatives with income qualifying households (existing or future) - Please provide:

- Copy of agreements that define the applicant's interest in the ownership and operation of the facility/coop (i.e. formation/ownership structures, operating agreements, regulatory agreements etc.).
- Documentation confirming the project was insured, financed, or assisted through one of the following sources:
  - A federal or state housing program administered by the Department of Commerce.
  - A federal housing program administered by a city or county government.
  - An affordable housing levy authorized by RCW 84.52.105 or RCW 84.55.050.
  - The surcharges authorized by RCW 36.22.250 or Chapter 43.185C RCW.
  - Washington State Housing Finance Commission.
  - City or county funds designated for affordable housing.
- A tenant list showing the type of unit, unit number, name of the tenant occupying the unit as of December 31 of the previous year, total number of tenants in unit, and their annual combined household income. Not necessary to include for a future very low-income housing facility.
- Converting from Future to Occupied, include updated site plan and parcel details.

**Note:** If applying as a future very low-income housing facility then please provide a site map showing the facility to be constructed and a timeline of planned construction.

## Library (free) - Please provide:

- A copy of your policies regarding use/membership, library hours, and material loan.

## Limited equity cooperative housing - Please provide:

- Copy of agreements/documents that define the applicant's interest in the ownership and operation of the owned cooperative housing, including sale restrictions (i.e. formation/ownership structures, operating agreements, regulatory agreements, etc.).
- Site plan demonstrating at least 95% of the property is used for dwelling units or other noncommercial purposes.
- A tenant list showing the unit number, name of occupant as of January 1 of the assessment year, or the first date of occupancy in the first year of operation, annual household income, and number of occupants in each unit.
- Documentation confirming the housing is insured, financed, or assisted through one of the following sources:
  - A federal or state housing program administered by the Department of Commerce.
  - A federal or state housing program administered by the federal department of housing and urban development.
  - A federal housing program administered by a city or county government.
  - An affordable housing levy authorized under RCW 84.52.105.
  - The surcharges authorized by RCW 36.22.250 or Chapter 43.185C RCW.
  - The Washington State Housing Finance Commission.

## Museum (future only) - Please provide:

- Clearly established plans for financing the construction.
- The proposed architectural plans showing what portion of the property will be under actual use.
- A copy of your site survey, building permit, other documents relevant to confirming an active building program.

## Nature conservancy - Please provide:

- A description of the specific resource(s) preserved on the property.
- A copy of your policy statement on the availability of the property to the public.

## Nonprofit or public hospital - Please provide:

- A copy of Department of Health Certificate of Need.
- A copy of Department of Health Construction Review Packet.
- A copy of Department of Health Hospital Acute Care License for the address under application.

**Outpatient dialysis facility - Please provide:**

- A copy of your license issued by the Department of Health.

**Performing arts facility (future only) - Please provide:**

- Clearly established plans for financing the construction.
- The proposed architectural plans showing what portion of the property will be under actual exempt use.
- A copy of your site survey, building permit, other documents relevant to confirming an active building program.

**Public assembly hall/meeting facility - Please provide:**

- A copy of the facility’s rental policies and rates.
- Samples of public advertisement concerning the rental facility.
- A list of individuals/groups that used your facility during the previous calendar year including uses by your organization. The list must include the dates the property was used, the hours/duration of each use, the names of the user, the purpose for which the property was used, whether the event was open to the public, and the amount of rental/donation received.

**School or college - Please provide:**

- Documents which show accreditation by the Superintendent of Public Instruction or certification by an external agency that certifies educational institutions such as the U.S. Department of Education.
- A copy of course catalog, schedule, and student handbook.

**Social Service Organization - Please provide:**

- A general description of the goods/services provided.
- A copy of your sliding fee scale or other charity care/reduced fee schedule or policy.
- A spreadsheet showing the total number of clients served at the location during the previous year categorized by primary payer (see example).

**Gift and giving example:**

	Cost	Number of clients	Reduced by at least 20%
Uninsured	Free	81	12.52%
Medicaid		80	12.36%
Medicare		22	
Private insurance		412	
<b>Total clients: 647</b>			<b>*24.88%</b>

*\*Because this amount is greater than 15%, it would qualify for the exemption.*

**Note:** Instead of providing items 2 & 3 above you may submit documentation confirming your organization contributed at least 10% of the total annual income received from the property under application towards the support of social services.

**Solicitation of gifts, donations, or grants for nonprofits - Please provide:**

- Proof of your affiliation with a state or national volunteer charitable fund-raising organization.
- A list of the organizations receiving gifts, grants, or donations from your organization.

**Veteran’s organization - Please provide:**

- A copy of your organization’s national charter document.

**Water distribution organization - Please provide:**

- A list of members and their addresses.
- A list showing addresses receiving water.

**Youth Character Building Organization**

**Please provide:**

- A copy of your policy statement that shows the maximum age of participants served by your organization.

## 7 Submittal instructions

The attached application is used by nonprofit organizations seeking exemption from real property tax, personal property tax and leasehold excise tax (a tax on the use of government owned property).

1. Read the entire form.
2. Review the table on page 2 and select the exemption that best fits your organization’s activities.
3. Compile or prepare the documents requested in sections 4 & 6 of this application.
4. Complete Sections 1, 2 and 3 of the application.

5. Scan and email the completed application form along with the additional documentation to: [dornonprofitapplication@dor.wa.gov](mailto:dornonprofitapplication@dor.wa.gov) or send by U.S. mail to:

Department of Revenue  
Property Tax Division/Exempt Property  
PO Box 47471  
Olympia WA 98504-7471

## 8 General information

Nonprofit organizations, even though they may be exempt from federal taxes, are not generally exempt from property taxes in Washington state. Unless the nonprofit organization is exclusively using the property to conduct an activity specifically exempted by the Legislature, it is required to pay property taxes in the same manner as other entities. The exempt activities are found in Chapter 84.36 of the Revised Code of Washington (RCW). Additional information regarding these exemptions is located in Chapter 458-16 of the Washington Administrative Code (WAC). A helpful reference matrix is included with this application.

### Ownership

Generally, ownership by a nonprofit entity is required to qualify for exemption. However, some statutes allow nonprofit organizations to lease property and remain eligible for exemption. In these cases the lease must transfer the responsibility for the property taxes to the nonprofit.

### Filing date

Applications are due within 60 days of acquiring the property and/or converting the property to an exempt use. Applications requesting a retroactive exemption are accepted as long as the application is filed within three years of the date the taxes were due. Late or retroactive applications are subject to late filing penalties.

### Appeal process

After the department reviews your initial application and/or renewal, they will issue a determination of taxability. If you do not agree with the Department of Revenue's determination, you have the right to appeal to the Washington State Board of Tax Appeals (Board). Your appeal must be filed with

the Board within 30 calendar days of the date the determination was mailed or emailed. You must allow for mailing time within the 30 day period. To obtain an appeal form, call the Board at 360-753-5446 or visit their website at [www.bta.state.wa.us](http://www.bta.state.wa.us).

### Annual renewals due March 31

To keep your property tax exemption, you are required to submit an annual renewal. The Department of Revenue (department) sends a notice each year in January, reminding nonprofits to renew their exemption online ([www.dor.wa.gov](http://www.dor.wa.gov)) prior to the March 31 deadline. The renewal process cannot be used to add property to an existing exemption. Organizations wanting to add previously taxed property to an existing exemption must submit a new application.

### Report changes in use

After the exemption has been granted, any change in use or ownership must be reported to the Property Tax division of the Department of Revenue within 60 days of the change.

### Jeopardizing the exemption

Washington's laws and rules restrict the manner in which exempt property may be used. To qualify for and maintain exempt status the property must be exclusively used to conduct the exempted activity. All other activities including commercial activities must be severely restricted. Property may be exempt in part if a portion of the property does not initially qualify, or fails to continue to qualify for the exemption.

### Tax rollback

When an exempt property is no longer used for the purpose under which an exemption was granted, and has not been exempt for the required number of years, the property may be subject to rollback provisions. This means taxes, plus interest, may be assessed for the current year plus the three previous years. There are several exceptions to this rule. Please contact the Department of Revenue's Property Tax division for more information.

### For assistance or questions on this form

Please contact the Exempt Property Tax section of the Department of Revenue at 360-534-1400.