

# Application for Real Property Tax Exemption and Remission

Date received by county auditor

Date received by DTE

Office Use Only
County application number
DTE application number

### General Instructions

- Submit three 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>	_____			
	Name	_____		
Notices concerning this application should be sent to:	Name (if different from applicant)	_____		
	Address	_____		
	City	State	ZIP	Telephone number

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 workshop 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.



## Treasurer's Certificate for Exemptions Sought Under Ohio Revised Code 5709.52

Proof of payment must be attached to an application for exemption under Ohio Revised Code section 5709.52 when it is filed with a city, township or county. This form has been prescribed for that purpose. Failure to attach proof of payment to the application when it is filed with a city, township or county **will result in the denial** of the exemption.

I hereby certify that all taxes, assessments, penalties, interest and charges levied and assessed against the property described below have been paid in full to and including tax year \_\_\_\_\_.<sup>1</sup> The most recent collection at which taxes and special assessments have been charged is the \_\_\_\_\_ half collection for tax year \_\_\_\_\_, which closed on \_\_\_\_\_ date \_\_\_\_\_ first/second

Parcel Number	Tax Year	Most Recent Payment	Payment Date	Balance Due for the Year

Comments:

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County treasurer (signature) \_\_\_\_\_ Date \_\_\_\_\_

<sup>1</sup>If the parcel is newly created as the result of a parcel split or lot combination the treasurer's certificate must certify the year through which all taxes, assessments, penalties and interest levied against the subject property have been paid on the parent parcel(s).