

APPLICATION FOR THE EXEMPTION OF REAL ESTATE

Berks County Services Center, Assessment Office
633 Court St., 3rd Floor, Reading, PA 19601
Phone Number: 610-478-6262

Website: www.co.berks.pa.us
E-mail: assessment@countyofberks.com

Non-refundable filing fee \$100.00.

A check payable to the "County of Berks" or cash must accompany the original signed, completed application for each parcel that is being appealed. The application and filing fee must be received by September 1, to be effective the following tax year. The application and any attachments may be filed by mail or in person at the above address.

Applications may not be sent via e-mail or fax.

1. PROPERTY ID. _____ - _____ - _____ - _____ - _____ - _____ Assessment _____
(Pin Number) (Last 3 spaces are not applicable for all property ID numbers.)

2. RECORD OWNER(S) NAME _____
owner _____ tenant _____ (check one)

3. MAILING ADDRESS _____
[] Check if new mailing address _____

4. PROPERTY SUBJECT OF APPEAL _____
Number Street/Road City/Twp/Boro

5. The legal basis for exemption from taxation is as follows:

- () Actual place of regular stated religious worship;
- () Non-profit burial place;
- () Public property actually and regularly used for public purposes;
- () Property owned and occupied by a branch, post or camp of honorable discharged servicemen and women, actually and regularly used for benevolent, charitable or patriotic purpose;
- () Property actually and regularly used by an institution of purely public charity for the purpose of the institution:
(A) Hospital (C) Educational (E) Art Gallery/Concert Hall (G) Fire or Rescue Station
(B) Charity (D) Public Library/Museum (F) Benevolent Institution
- () Government: Federal, State, County or Municipal;
- () Other (Please explain) _____

6. Please furnish the following to the Board, if applicable:

- (A) A copy of your Articles of Incorporation;
- (B) A copy of your Constitution and By-Laws;
- (C) A copy of your Articles of Association;
- (D) A copy of your Declaration of Trust, whereby you were created setting forth your aims and purposes;
- (E) A copy of the organization's latest financial report and/or proposed budget;
- (F) A statement which describes the purposes other than in payment for services rendered for which your funds are expended or will be expended. Include salaries, if any, amount and to whom paid;
- (G) A plot plan or current survey of the property; and
- (H) Any other relevant documents which may support your claim for exemption (photos, maps, etc.).

7. State fully the actual uses presently being made of the property:

Land - Total Acreage _____ Use _____

Building - Basement _____ sq. ft. _____

1st Floor _____ sq. ft. _____

2nd Floor _____ sq. ft. _____

Upper Floors _____ sq. ft. _____

I/We understand the filing fee is non-refundable.

Sworn to and subscribed before me, this
_____ day of _____, _____

Official Signature and Title:

Print Name

Notary Public

Signature

Phone _____

Attorney _____

Address _____

FAILURE TO PRODUCE THE DOCUMENTS REQUIRED BY THE BOARD AND/OR TO STRICTLY COMPLY WITH THE REQUIREMENTS FOR THE EXECUTION OF THE APPLICATION FOR EXEMPTION, MAY CONSTITUTE SUFFICIENT GROUNDS FOR THE DENIAL OF THE EXEMPTION.

IF APPELLANT DOES NOT APPEAR AT THE HEARING, AFTER DUE NOTICE THEREOF, IT WILL BE CONSIDERED AN ABANDONMENT OF THE APPLICATION AND WILL BE GROUNDS FOR DISMISSAL.

Board Action Record

Disposition _____ Denied _____ Date _____

_____ Granted, Effective _____

_____ Full _____ Partial

Exempt _____

Taxable _____

Signed _____

