



November 17, 2017

Non-profit Organization,

All nonprofit properties receiving a property tax exemption for religious, charitable, cemetery, hospital, or educational purpose must certify the ownership and use of their property by a one-time certification in the form prescribed by the assessor, and received by the Finance Department.

A form/application for the Non-Profit Property Tax Exemption has been created. The new form will insure that we have the most current and detailed information available.

To meet the certification requirements and continue receiving the exemption, please provide a completed copy of the attached form with any supporting documents no later than February 15th 2018. And if anything changes in the future pertaining to the ownership, use, and eligibility of the property, we ask that you keep us informed.

The responses are subject to audit and verification.

Please send responses to:
Petersburg Borough
PO Box 329
Petersburg, AK 99833

If you have any questions please feel free to call me at 772-5409

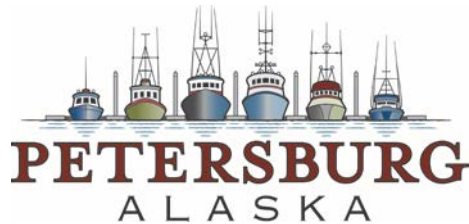
Thank you,

Shannon McCullough
Property Tax
Petersburg Finance Department
smccullough@petersburgak.gov
(907)772-5409

Finance Department

PO Box 329 Petersburg, AK 99833 · Phone (907)772-4425 Fax (907)772-3759

www.petersburgak.gov · financeoffice@petersburgak.gov



**NON-PROFIT PROPERTY TAX
EXEMPTION APPLICATION FORM**

Parcel(s) # _____ Tax Year: _____ Forward

Non-Profit: _____

Applicant/contact: _____

Mailing Address: _____

Address(s), for which the exemption is sought: _____

Phone: _____ Email: _____

Type of structure and use: _____

During the past year has any portion of this property been used for rental or by another organization of business? (please provide floor plan and/or blueprint)

yes no

If yes please explain _____

If yes, please provide square footage or percent of buildings used for other purpose _____

Are any funds received by the organization for use of the property? Describe _____

Is there an additional deed holder on this property besides Non-profit/Applicant? yes no

If yes, list _____

Please provide IRS documents verifying tax exempt status.

Please attach any supporting documents and/or a letter further explaining any of the above.

Pursuant to section 4.24.050(1)(D) of the borough code, it shall be the responsibility of every person who obtains a property tax exemption to notify the Borough of any change in ownership, property use, residency, permanent place of abode, status of disability, or other factor affecting qualification for the exemption. The Petersburg Borough may at any time require proof of current eligibility.

I certify that I am an authorized representative of the organization above and that the information contained in this certification is TRUE and CORRECT. I authorize the Finance Department to obtain any information necessary to verify and audit the eligibility and status of the exemption.

Print Name: _____ Title: _____

Signature: _____ Date: _____

New applications must be filed with the Petersburg Borough on or before February 15th of the first assessment year in which the exemption is sought. Subsequent annual applications shall not be required.