

POTTER COUNTY ASSESSMENT OFFICE
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DEADLINE: SEPTEMBER 1ST

POTTER COUNTY EXEMPTION APPLICATION

PARCEL NUMBER: _____

CONTROL NUMBER: _____

OWNERS NAME: _____

MAILING ADDRESS: _____

TELEPHONE NUMBER: _____

PROPERTY LOCATION: _____

REASON FOR EXEMPTION: _____

REQUIRED INFORMATION:

- A) Deed Reference: DB _____ PG _____
OR
Instrument Number: _____
- B) Articles of Incorporation, Charter and By-laws of the owner of the property.
- C) A sketch of the property with explanation as to the use of each structure.
- D) If the property is vacant, an example as to the current and intended use of the property (if any).

- E) If part of the property is leased, a copy of the lease(s), income and expense statements, as well as supplementary data.
- F) In the case of charities, the following information:
- 1) The Federal Form 990-990T (if any) for past two (2) years.
 - 2) The annual financial report of the entity for the past two (2) years.
 - 3) Any application for Tax Exemption filed with the department of revenue, including all attachments.