Tax Exemption Program

*Initial* Application Checklist

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Return this checklist & forms to: |  |  |  | For G.A. Use Only |
| Cherylynn Cooke, Coordinator |  | Date Received: |  |
| Green Acres Tax Exemption Program |  | Application Number: |  |
| Mail Code 401-07B – P.O. Box 420 |  | Complete: |  |
| Trenton, NJ 08625-0420 |  | Incomplete: |  |
| Phone: 609-322-9710 |  | Approved: |  |
| Fax: 609-984-0608 |  | Denied: |  |
| Web: [www.nj.gov/dep/greenacres](http://www.nj.gov/dep/greenacres) |  | Initials – Date: |  |

|  |  |
| --- | --- |
| Applicant / Nonprofit Organization: |  |
| Contact: |  | Phone Number: |  |

Location of Property:

|  |  |
| --- | --- |
| Street Address: (include parking advice) |  |
| Municipality:  |  | County:  |  |

* **A. One (1) original *Application for Real Property Tax Exemption* (Form GAR-031 3/2022).\***
* **NEW! Be sure to answer the Property Inspection questions.**

 **(See Part B, Item 4 of Application Form.)**

**Be sure to include Supporting Documentation (see Part E of Application Form):**

* **(1) IRS 501(c)(3) letter of determination for your nonprofit organization\*\***
* **(2) documentation legally establishing your nonprofit organization\*\***
* **(3) recorded deed for the property**
* **(4) current tax bill *for each block and lot***
* **(5) municipal tax map with specific parcels highlighted or labeled**
* **(6) municipal street map labeled to show location and public access points**
* **(7) property map showing access points, parking, trails, etc. (*aerial map preferred*)**
* **B. One (1) original *Initial Statement of Organization Claiming Property Tax Exemption***

**(Form I.S. Rev. December 2001), *for each block and lot.\****

* **C. One (1) copy of the S*igned Cover Letter* sent to the Municipal Tax Assessor**

 **(same as item 1 in list below).**

**APPLICANT / NONPROFIT ORGANIZATION MUST SEND TO MUNICIPAL TAX ASSESSOR:**

1. **Cover letter to Tax Assessor**
2. **Two (2) original *Applications for Real Property Tax Exemption* (Form GAR-031 3/2022)\***
3. **Two (2) original *Initial Statements* (Form I.S. Rev. December 2001), *for each block and lot*\***

**\* DOCUMENTS MUST HAVE ORIGINAL SIGNATURES**

**\*\* DO NOT SEND IF PROPERTY WAS ACQUIRED WITH GREEN ACRES FUNDING ASSISTANCE.**