

# Tax Exemption Program

## Recertification Application Checklist

### Return this checklist & forms to:

Cherylynn Cooke, Coordinator  
Green Acres Tax Exemption Program  
Mail Code 401-07B – P.O. Box 420  
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Web: [www.nj.gov/dep/greenacres](http://www.nj.gov/dep/greenacres)

### For G.A. Use Only

Date Received: \_\_\_\_\_  
Application Number: \_\_\_\_\_  
Complete: \_\_\_\_\_  
Incomplete: \_\_\_\_\_  
Approved: \_\_\_\_\_  
Denied: \_\_\_\_\_  
Initials – Date: \_\_\_\_\_

**Application #** \_\_\_\_\_ **Organization:** \_\_\_\_\_

**Contact:** \_\_\_\_\_ **Phone Number:** \_\_\_\_\_

### Location of Property:

**Street Address:**  
(include parking advice) \_\_\_\_\_

**Municipality:** \_\_\_\_\_ **County:** \_\_\_\_\_

☐ 1. **NEW!** Please answer the Property Information and Property Inspection questions on the back of this checklist. (Please print this checklist double-sided to save paper and file space.)

☐ 2. One (1) original *Further Statement* (Form F.S. Rev. April 2002), for each block and lot.\*

☐ 3. One (1) copy of the *Signed Cover Letter* sent to the Municipal Tax Assessor (same as item 1 in list at bottom of this page).

☐ 4. *Property map* showing adjacent preserved and/or tax-exempt land, public access points, parking areas, roads, driveways, trails, and points of interest (aerial map preferred).

**STOP! – If there have been physical and/or use changes, or property ownership changes/dispositions, then the following items must also be submitted:**

☐ 5. One (1) original *Application for Recertification of Exemption From Real Property Taxes* (Form GAR-032 3/2022).\* Be sure to include a detailed description explaining any changes to the property or its ownership.

☐ 6. One (1) original *Property Use Analysis* (Form GAR-033 2/2012).

Be sure to include:

☐ (a) tax map(s) labeled to show property (see Item G) and detailed property map (see Item H).

☐ (b) recent, dated photo(s) of posted Green Acres Tax Exemption Program sign(s) (see Item I).

☐ 7. A copy of the recorded deed showing ownership of the property (if ownership has changed).

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

1. Cover letter to Tax Assessor.

2. Two (2) original *Further Statements* (Form F.S. Rev. April 2002), for each block and lot.\*

\* DOCUMENTS MUST HAVE ORIGINAL SIGNATURES

Application # \_\_\_\_\_ Organization: \_\_\_\_\_

## PROPERTY INFORMATION

Was the property acquired with Green Acres funding assistance? \_\_\_\_\_ YES \_\_\_\_\_ NO  
Green Acres Project #: \_\_\_\_\_

Is the property part of existing preserve? \_\_\_\_\_ YES \_\_\_\_\_ NO  
Preserve Name: \_\_\_\_\_

## PROPERTY INSPECTION

\_\_\_\_\_ inspected the property on \_\_\_\_\_ and  
(Name of representative of nonprofit organization) (date)

verifies that the property is free and clear of anything that would preclude or discourage public access. More specifically:

- (a) Does property have locked gates? \_\_\_\_\_ YES \_\_\_\_\_ NO
- (b) Does property have "NO TRESPASSING," "PRIVATE PROPERTY,"  
or "KEEP OUT" signs (or signs that contain these words)? \_\_\_\_\_ YES \_\_\_\_\_ NO
- (c) Does property have junk piles, debris, litter, etc.? \_\_\_\_\_ YES \_\_\_\_\_ NO
- (d) Are there any encroachments onto the property? \_\_\_\_\_ YES \_\_\_\_\_ NO

If "YES" for any items above, what steps are being taken to resolve? (attach additional sheet if needed)

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