

ANNUAL REAL PROPERTY TAX EXEMPTION VERIFICATION RECORD

Congregation name: _____ Date: _____

This is an annual review to be completed by September 1 by the secretary of the congregation holding title to your Kingdom Hall property or any other real property.* Its purpose is to prevent **substantial tax liability and forced sale of congregation-owned property**. A copy of the completed record is to be kept on file by the titleholding congregation. Copies should be promptly provided to the (1) titleholding congregation’s coordinator of the body of elders and (2) maintenance coordinator or operating committee chairman.

REQUIRED INFORMATION

Does the tax office require an annual real property exemption application or renewal form? _____

What is the date when any annual application or renewal form is due? _____

Note: A telephone call to the local tax office (which may have a different name depending on the jurisdiction) will likely be needed to obtain this information.

Parcel 1. Complete one entry for each separately-taxed property owned by the congregation.

Address and/or property parcel number.

Property is: Exempt. Not exempt. Mailing address on file is correct. Verification date: _____

Verification method: Website. Attach copy of web page.
 Telephone. Name of tax office clerk: _____
 In person. Name of tax office clerk: _____

Notes (include any pertinent details, including any corrective action being taken):

Parcel 2 (if applicable). Attach additional pages, if necessary.

Address and/or property parcel number.

Property is: Exempt. Not exempt. Mailing address on file is correct. Verification date: _____

Verification method: Website. Attach copy of web page.
 Telephone. Name of tax office clerk: _____
 In person. Name of tax office clerk: _____

Notes (include any pertinent details, including any corrective action being taken):

* Upon request of the titleholding congregation, any qualified elder or ministerial servant attending meetings in the same Kingdom Hall may be assigned to assist the secretary to complete this task. However, the secretary is responsible for ensuring that this completed form is provided to the coordinator of the body of elders and maintenance coordinator or operating committee chairman.