



OFFICE OF THE PROPERTY APPRAISER

J9FFM<C@5B8
DUVAL COUNTY
PROPERTY APPRAISER

231 E. FORSYTH STREET
SUITE 260
JACKSONVILLE, FL 32202
(904) 630-2020

DOCUMENTATION NEEDED FOR EXEMPTION

NON-PROFIT ORGANIZATIONS: RELIGIOUS, CHARITABLE, LITERARY, SCIENTIFIC, OR EDUCATIONAL:

1. COPY OF BY-LAWS
2. COPY OF RECORDED DEED
3. COPY OF ARTICLES OF INCORPORATION
4. COPY OF STATE CHARTER (SIGNED BY SECRETARY OF STATE)
5. COPY OF YOU MOST RECENT FINANCIAL STATEMENT
6. COPY OF CONSUMER CERTIFICATE OF EXEMPTION
7. PROOF OF NON-PROFIT STATUS

EDUCATIONAL INSTITUTIONS:

1. COPY OF RECORDED DEED
2. COPY OF ACCREDITATION OR MEMBERSHIP OF THE STATE DEPARTMENT OF EDUCATION OF FLORIDA, SOUTHERN ASSOCIATION OF COLLEGES AND SECONDARY SCHOOLS OR THE FLORIDA COUNCIL OF INDEPENDENT SCHOOLS
3. PROOF OF NON-PROFIT STATUS

HOSPITALS:

1. COPY OF RECORDED DEED
2. COPY OF BY-LAWS
3. COPY OF ARTICLES OF INCORPORATION
4. COPY OF 501C (3)
5. COPY OF LICENSE
6. COPY OF CONSUMER CERTIFICATE OF EXEMPTION

Educational Childcare/Gold Seal Qualify Status:

1. Copy of Recorded Deed
2. Copy of Gold Seal Certificate
3. Copy of License
4. Tangible Property Return (Only if any portion of the property is rented or leased)

ALL EXEMPT ENTITIES ARE REQUIRED TO FILE A CURRENT TANGIBLE PERSONAL TAX RETURN ON ANY PORTION RENTED OR LEASED. FOR FURTHER TANGIBLE QUESTIONS, CALL (904) 630-1964.

Proof of non-profit status is a copy of 501 (c) (3) or any other document as outlined in FS 196.195 (2a-e).



AD VALOREM TAX EXEMPTION APPLICATION AND RETURN

Sections 196.195, 196.196, 196.197, 196.1978,
196.198, 196.2001, 196.2002, Florida Statutes

Application # _____

DR-504
R. 01/18
Rule 12D-16.002
FAC
Eff. 01/18

This application is for ad valorem tax exemption under Chapter 196, Florida Statutes, for organizations that are organized and operate for one or more of the following purposes: (check all that apply)

- Religious
 Literary
 Charitable
 Scientific
 Sewer water/Wastewater systems
 Educational
 Hospitals, nursing homes, and homes for special services
 Affordable housing / Multi-Family housing
 Other: _____

The application and return must be filed each year with the county property appraiser on or before March 1.

A. General Information

Name of organization			
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Mailing address		Physical address, if different	
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Business phone		County where property is located	
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List all owners of the property and their proportionate interest.

	____%	
	____%	

Legal description or parcel ID

1. Is the organization incorporated? Yes No

If yes, is the organization exempt from federal income tax under

501(c)(3), I.R.C.
 501(c)(12), I.R.C., Water, Wastewater Systems, 196.2002, F.S.
 115(a), I.R.C. of 1954, Sewer and Water, 196.2001, F.S.

Provide a copy of the current exemption determination letter from the Internal Revenue Service.

If no, what is the form of organization?

2. Is any of this property rented or leased? Yes No

If yes, attach a copy of all active rental and lease contracts for last year.

3. Owner's statement of full value:

Real property	
Real property improvements	
Tangible personal property	

4. How is the property used?

5. Is any portion of the property used for non-exempt purposes? Yes No

If yes, provide a detailed explanation.

B. Hospitals, Nursing Homes, and Homes for Special Services Organizations filing for exemption under this category must include the following information in addition to completing sections A & D.

1. Did you possess a valid license under Chapters 395, 400, or part I of Chapter 429, Florida Statutes, on January 1 of this year? Yes No
2. Have you qualified under Section 501(c)(3), United States Internal Revenue Code 1954? Yes No

C. Affordable Housing / Multi-Family Affordable Housing Organizations filing for exemption under this category must include the following information in addition to completing sections A & D.

1. How many units are used to provide affordable housing?
2. As of January 1, have there been at least 15 completed years of the recorded agreement terms on the portion of the affordable housing property for extremely-low, very-low, or low-income limits? Yes No
3. Is the property subject to an agreement with the Florida Housing Finance Corporation? Yes No
4. Is the agreement recorded in the official records of the county? Yes No

D. Attachments You must attach the following information except when applying for exemption as an educational institution.

Every attachment must show the name and address of the organization, the date, and an identifiable heading and indicate that it is an attachment to Form DR-504.

1. If incorporated, a copy of your articles of incorporation
If not incorporated, a copy of your constitution, articles of association, declaration of trust, or other document setting your aims and purposes, including any amendments
2. A statement indicating the salaries, fees, loans, commissions, gratuities, or other compensation of any officer, director, trustee, member, or stockholder of this organization.
3. A statement indicating the guarantee of any loan to or obligation of any officer, director, trustee, member, or stockholder of this organization.
4. Any contracts between the applicant and any officer, director, trustee, member, or stockholder of this organization pertaining to:
 - a. rendition of service
 - b. provision of goods or supplies
 - c. the management of the applicant
 - d. the construction or renovation of the applicant
5. A schedule of the following:
 - a. salaries for the operation of the applicant
 - b. services rendered to the applicant
 - c. supplies and materials used by the applicant
 - d. reserves for repair, replacement, and depreciation of the property of the applicant
 - e. mortgage, lien, and encumbrance payments for the property of the applicant
6. A statement indicating the amounts the applicant charged for its services.
7. A statement indicating to what degree the proceeds of the sale, lease, or other disposition of the applicant's property will inure to the benefit of the organization's members, directors, or officers.

I certify all information on this form and any attached statements, schedules, etc., are true and correct to the best of my knowledge as of January 1 of this year.

Signature Title Date

The property appraiser may require additional information to determine your eligibility for the exemption requested.