



**MUNICIPALITY OF ANCHORAGE
APPLICATION FOR NONPROFIT PROPERTY TAX EXEMPTION**

AS 29.45.030 Required Exemptions: The following property is exempt from general taxation: Property used exclusively for nonprofit religious, charitable, cemetery, hospital, or educational purposes;

AS 29.45.050 Optional Exemptions and Exclusions: ...property of an organization not organized for business or profit making purposes and used exclusively for community purposes if the income derived from rental of that property does not exceed actual cost to the owner of the use by the renter.

AMC 12.15.015 (C)(1). Properties qualifying for an exemption under this section must be owned and in use on January 1 of the applicable tax year.

A request for exemption from property taxes must be received by **March 15** of the applicable tax year. Exemptions are not prorated and are granted based on two critical criteria; not for profit ownership and exclusive use of the property for an exempt purpose. Typically, vacant land is not exempt.

The owner is required to provide at a minimum the following items as noted in AMC 12.15.015 (D)(3):

Type of exemption requested: _____

Parcel ID Number: _____ Address: _____

1. The Articles of Incorporation for the organization. ___ **Attached**
2. Documents to support the organization's not-for-profit status (e.g. A recent IRS 501(c)(3) determination letter, or equivalent). ___ **Attached**
3. Detailed description of the use of the property and consistency with the requested exemption. ___ **Attached**
4. Contracts of any type describing or memorializing use of the property by a person or entity other than the applicant organization. ___ **Attached** ___ **Not Applicable**
5. Description of any remuneration received by the applicant organization including:
 - a. Any property, or portion of property, from which rentals or income are derived.
 - b. Actual operating expenses, excluding only debt service or depreciation. ___ **Attached** ___ **Not Applicable**
6. Where property is leased by the organization to other entities, financial statements for the past tax year including income and expense reports, and description of any debt service or depreciation included in the financial statements for the property. ___ **Attached** ___ **Not Applicable**
7. For property used for an educational purpose, the detail of course curriculum and classroom space. ___ **Attached** ___ **Not Applicable**
8. For property used as a religious residence, the detail of the resident's ordination, commission or license (according to the standards of the religious organization), and proof of resident's employment by the religious organization as its minister. ___ **Attached** ___ **Not Applicable**

I certify, under penalty of law, that the information contained in/with this application is true and correct.

SIGNATURE: _____ DATE: _____

TITLE: _____ CONTACT #: _____

E-MAIL: _____

If an exemption is granted, the property owner is required to notify the Assessor's office of any change in use or ownership of the property.

If you have questions, please contact Brent Schlosstein at (907) 343-6784

Submit the required documentation to: Municipality of Anchorage
Property Appraisal, ATTN: Brent Schlosstein
PO Box 196650
Anchorage, AK 99519-6650