



Exemption Property Use Report

(This report can be used as supporting documentation to a claim for exemption. An alternate listing may also be provided if it contains the required information)

Name of Claimant Organization: _____
 Assessor Parcel Number: _____
 Property Address: _____
 Year of Exemption Claim: _____

List all outside persons/organizations that used any portion of the property since January 1 of the prior year.

	Name(s) of person(s) or organization(s) using the property Jan 1 - Dec 31 of prior year.	New user this year?	Is the user a non-profit organization? If yes, copy of IRS non-profit status letter is required for new users.	Identify area used (i.e. building, suite/room number, room name)	Square footage of area used	Types of activities (e.g., training, parties, meetings, fundraisers, etc.)	Is income generated by the user of the space? (i.e. charges for classes/workshops)	Total number of days used (Jan 1 - Dec 31 of prior year)	Was property used more than one time during the week?	Fee paid by user for use of space?	Is there a lease, use, or license agreement? If yes, copy of agreement for new users must be submitted.
1.											
2.											
3.											
4.											
5.											
6.											
7.											
8.											

Make copies of report to list additional users.

Note 1: copy of lease/use/license agreements for new users must be submitted with this report

Note 2: copy of IRS non-profit status letter must be submitted for all new non-profit users

 Name of person making this report

 Title of person making this report

 Contact Telephone Number

 Signature of person making this report

 Date