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City of Dover
Office of City Assessor
EXEMPTION APPLICATION

Property Owner Name _____ Date _____
Name of Organization _____
Contact Person _____ Phone No. _____
Email _____
Property Address _____ Parcel No. _____

Current Status (check only one)

Government (including public schools) _____ Charitable _____
Religious _____ Educational _____
Parkland _____
Other (please describe) _____

Documentation required:

Initials:

- | | |
|--|--|
| 1. _____ Form – Exempt-1 (Exemption Application) | 4. _____ IRS 990 (most current) |
| 2. _____ Papers of Incorporation | 5. _____ Brief Description of Purpose and Function (please attach as separate document) |
| 3. _____ Copy of 501(c)3 | |

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1. Is any part of this property ever rented? If YES, attach explanation describing tenants, the leased premises, duration of rental period(s), rent collected for such period, additional expense reimbursements received for such period and all other information pertinent to this issue.
 2. Is there a fee schedule for use of facilities or receipt of services? If YES, attach fee schedule.
 3. Is there a product or service sold at this property? If YES, please explain.

I HEREBY AFFIRM THAT ALL INFORMATION PROVIDED IS TRUE TO THE BEST OF MY KNOWLEDGE:

Signature and Title Date

OFFICE USE ONLY

Date Received: _____ Staff Reviewer: _____ Kent County Exemption: Y/N

RECOMMENDATION

Board of Assessment Appeals: _____

APPROVAL PROCESS

City Council: _____