EF-263-R11-0512-34000883-1 BOE-263 (P1) REV. 11 (05-12)

## **LESSORS' EXEMPTION CLAIM**

PROPERTY USED FOR FREE PUBLIC LIBRARIES AND FREE MUSEUMS, AND PROPERTY USED EXCLUSIVELY FOR PUBLIC SCHOOLS, COMMUNITY COLLEGES, STATE COLLEGES, STATE UNIVERSITIES, UNIVERSITY OF CALIFORNIA, CHURCHES, AND NONPROFIT COLLEGES

> NAME AND MAILING ADDRESS



# **CHRISTINA WYNN** SACRAMENTO COUNTY ASSESSOR

INSTITUTIONAL EXEMPTIONS SECTION 3636 American River Drive, Suite 200 Sacramento, CA 95864-5952 Phone (916) 875-0720 FAX (916) 854-9181 https://assessor.saccounty.gov

	This claim must be filed with the Assessor by February 15.			
<u> </u>		15.		
IDENTIFICATION OF APPLICANT				
LESSOR'S CORPORATE OR ORGANIZATION NAME				
MAILING ADDRESS				
CITY, STATE, ZIP CODE				
CORPORATE ID (IF ANY)				
IDENTIFICATION OF PROPERTY				
ADDRESS OF PROPERTY (NUMBER AND STREET)			FISCAL YEAR OF CLAIM 20 – 20	
CITY, COUNTY, ZIP CODE		ASSESSOR'S F	PARCEL NUMBER	
	primary and incidental qualifying uses of the property: (if there are numerous properties, please property and the name and address of	se attach a list that o	clearly identifies the	
PROPERTY TYPE	PRIMARY USE	INCID	DENTAL USE	
Land				
☐ Buildings and Improvements				
Personal Property				
NAME OF QUALIFYING LESSEE INSTITUTION				
MAILING ADDRESS CIT		CITY, STATE, ZIP CODE	Y, STATE, ZIP CODE	
	see the exclusive right to possession and use of does not require "exclusive" use.	the property, except	t that for free public libraries	
Yes No Property in this claim for exemple (See instructions for property s	ption will be reported by the lessor on a business tatement filing requirements.)	s property statement	t submitted to the Assessor.	
Yes No An affidavit is attached in which be submitted by the lessor with	n the lessee declares it exclusively uses the proper the property statement.	erty for exempt purp	oses. If <b>No</b> , the affidavit will	
	CERTIFICATION			
I certify (or declare) under penalty of perjury und accompanying statements	der the laws of the State of California that the fore s or documents, is true and correct to the best of	egoing and all inform my knowledge and l	nation hereon, including any belief.	
SIGNATURE OF PERSON MAKING CLAIM		DATE	DATE	
NAME OF PERSON MAKING CLAIM		TITLE		
EMAIL ADDRESS		DAYTIME TELEF	PHONE	

THIS DOCUMENT IS SUBJECT TO PUBLIC INSPECTION



#### INSTRUCTIONS FOR FILING LESSORS' EXEMPTION CLAIM

#### IMPORTANT NOTICE

A qualifying institution is one whose property is **used for** free public libraries and free museums, and for property **used exclusively for** public schools, community colleges, state colleges, state universities, University of California, churches, and nonprofit colleges.

Failure to submit the lessee's affidavit will result in denial of the exemption for the lessor. Submission of the lessee's affidavit after the date the claim form is due (for taxpayers not required to file a property statement) or after the last day for filing the lessor's property statement without penalty under section 463 of the Revenue and Taxation Code (for taxpayers required to file a property statement) will result in a portion of the exemption being denied. A Lessee's Affidavit is not required for free public library or free museum exemption.

A sample affidavit is included as page 3 of this form.

### **IDENTIFICATION OF APPLICANT**

Enter your company or organization information.

### **FISCAL YEAR**

The fiscal year for which an exemption is sought must be entered correctly. The proper fiscal year follows the lien date (12:01 a.m., January 1) as of which the taxable or exempt status of the property is determined. For example, a person filing a timely claim in February 2011 would enter "2011-2012" on line four of the claim; a "2010-2011" entry on a claim filed in February 2011 would signify that a late claim was being filed for the preceding fiscal year.

## **USES OF PROPERTY**

Check each of the types of property being claimed, and state the primary and incidental uses of the property.

Enter the name and address of the lessee. If additional space is required, or if more than one lessee is being listed, attach an itemized list.

Confirm, by checking the appropriate box, that the lease confers upon the lessee the **exclusive** right to possession and use of the property, except for free public libraries and free museums.

Check the appropriate box regarding property statement reporting. If you own taxable personal property in any county whose aggregate cost is \$100,000 or more for any assessment year, you must file a property statement with the Assessor of that county whether or not specifically requested to do so. Any person not otherwise required to file a statement shall do so upon request of the Assessor, regardless of aggregate cost.

Check the appropriate box to indicate whether the affidavit is attached or will be submitted with the property statement.

If the property, or a portion thereof, for which exemption is claimed is a student bookstore that generates unrelated business taxable income as defined in section 512 of the Internal Revenue Code, property taxes are determined by establishing a ratio of the unrelated business taxable income to the bookstore's gross income.

## **PROPERTY TAX BENEFITS**

Property tax benefits claimed herein must be passed on to the lessee in the form of:

- (1) Reduction in rental payments (sections 202.2 and 206.2, Revenue and Taxation Code).
- (2) Refund of rental payments, if paid (sections 202.2 and 206.2, Revenue and Taxation Code).
- (3) Claim by lessee under the provisions of section 5096, Revenue and Taxation Code, for a refund of taxes paid by a lessor (section 202.2, Revenue and Taxation Code).

**Note:** Where the lessee files a claim for an exemption and reports leased property, such property will be allowed the exemption if used in an exempt manner.



EF-263-R11-0512-34000883

# **RETURN THIS** AFFIDAVIT TO LESSOR

# AFFIDAVIT FOR EXECUTION BY QUALIFYING INSTITUTIONAL LESSEES

NAME OF QUALIFYING	LESSEE INSTITUTION		
MAILING ADDRESS			
CITY, STATE, ZIP CODE			
✓ Check the type o	f qualifying exclusive use of the	property	
☐ PUBLIC SCHOOL		☐ STATE UNIVERSITY	☐ NONPROFIT COLLEGE
COMMUNITY COLLEGE		UNIVERSITY OF CALIFORNIA	
☐ STATE COLLEGE		CHURCH	
NAME OF LESSOR			
MAILING ADDRESS			
CITY, STATE, ZIP CODE			
DATE LEASE SIGNED			COMMENCEMENT DATE OF LEASE
-	THE ASSESS	SOR MAY REQUEST A COPY OF THE LEASE AGREE	 MENT
The following proper	ty is leased as of January 1 of t	his year. If personal property is being leased,	indicate the type, make, model, serial number,
etc. Attach a separate	e listing if necessary.		
(REAL OR PERSONAL	)	PROPERTY DESCRIPTION	
If <b>Y</b> e	s, is the congregation of the ch	portion thereof, is used by a church for parkir urch, religious denomination, or sect greater t of so used is not eligible for exemption.	
			business taxable income as defined in section
	of the Internal Revenue Code.	ost recent tax return filed with the Internal Re	venue Service must accompany this affidavit.
	erty taxes are determined by		ess taxable income to the bookstore's gross
		CERTIFICATION	
exemption must	go to this institution by way of under penalty of perjury under t	tax exemption on the above property leased to a reduction in rental payments or a refund in a the laws of the State of California that the foreg documents, is true and correct to the best of n	n amount equal to the reduction in taxes. poing and all information hereon, including any
SIGNATURE OF PERSON M.	AKING CLAIM		DATE
NAME OF PERSON MAKING	CLAIM		TITLE
EMAIL ADDRESS			DAYTIME TELEPHONE
			( )

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