EF-265-R12-0520-49000474-1 BOE-265 (P1) REV. 12 (05-20)

# **CEMETERY EXEMPTION CLAIM**



This claim is filed for fiscal year 20\_\_\_\_ - 20\_

NAME AND MAILING ADDRESS (Make necessary corrections to the printed name and mailing address)

# **Deva Marie Proto** Sonoma County Clerk-Recorder-Assessor

Rm 104 Fiscal Bldg 585 Fiscal Dr. Santa Rosa, CA 95403-2872 TELEPHONE: (707) 565-1887 FAX: (707) 565-3317

To receive the full exemption, this claim must be filed with the Assessor by February 15.

L	
NAME AND ADDRESS OF OWNER OF LAND AND BUILDINGS (if different	ent from person making claim)
NAME OF ORGANIZATION/CORPORATE NAME FROM ARTICLES (IF IN	N/CORPORATED)
NAME OF ORGANIZATION/CONFORME NAME PROMINITIONS (II III	NOON OWILD)
ADDRESS OF PROPERTY (CITY, COUNTY, ZIP CODE)	ASSESSOR'S PARCEL NUMBER
OWNER - PROFIT OR NON-PROFIT	
$\ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ $	ofit?
Yes No Is the owner incorporated as a non-profit cor If yes, enter the dates of incorporation and a	rporation? amendments:
USE OF PROPERTY	
Check all that apply.  The property is used or held exclusively for the burial or other of such property or such dead.	ther permanent deposit of the human dead or for the care, maintenance, or upkeep
The property is not used or held for profit.	
EXEMPTION	
Check only one box unless claim covers both inactive and	nd active cemeteries.
The exemption is claimed for the cemetery properties desc	Whom should we contact during normal
B. Caller	business hours for additional information?
Received by	NAME
of(county or city)	ADDRESS (street, city, state, zip code)
on(date)	
Number of Section A in claim	
	DAYTIME PHONE NUMBER
	EMAIL ADDRESS
	CERTIFICATION
	ereon, including any accompanying statements or documents, is true, correct, and the best of my knowledge and belief.
NAME OF PERSON MAKING CLAIM	
SIGNATURE OF PERSON MAKING CLAIM	TITLE DATE
TUIS DOCUMENT IS	S SLID IECT TO DUDI IC INSDECTION



# **SECTION A: INFORMATION CONCERNING THE PROPERTY**

Claimants must complete separate copies of this section for each property for which exemption is sought. Please read instructions before completing.

1: PROPERTY DESCRIPTION	. , ,	, ,	, ,	
NAME OF ORGANIZATION				
ADDRESS OF THIS PROPERTY (street, city, state, zip c	rode)		COUNTY	
ASSESSOR'S PARCEL NUMBER OR LEGAL DESCRIP	TION			
Declaration of Dedication. Date recorded	J	Dedication or zoning		
<ul><li>Declaration of Intention. Date recorded _</li><li>Zoning or Cemetery Use Permit. Date gr</li></ul>	ranted	Reason: Total acres of parcel:	<u> </u>	
2: OWNER AND OPERATOR				
Claimant is:			organization which owns or operates	
Owner and Operator		the property other that	an claimaint:	
Owner only	avamation on the			
<ul><li>Operator only of the cemetery and claims</li><li>Land</li></ul>	s exemption on the:			
☐ Buildings and other improvements				
☐ Personal property listed herein				
3: LEASED OR RENTED TO OTHERS				
Yes No Is any portion of the property organization? If yes, describe			operated by some other person or lease (rental) agreement:	
Yes No Is any equipment or other pro attach a list that includes the so listed is not subject to the	name and address of the ow	ner and the quantity a	and description of the property. Property	
4: LAND USE	·		•	
Cemetery and related uses:				
Number of acres of burial sites in use or offer	red for sale:	Number of seres of l	and used for mausolea:	
Number of acres of land used for other buildi		Total number of mau		
excluding mausolea and columbaria:			and used for columbaria:	
Number of acres of developed roads and par Number of acres for walkways and gardens:	king areas:	Total number of colu		
Number of acres of land used for all other ce	metery uses:			
Noncemetery uses:				
Number of acres not developed (unused):		Total acres of parcel	i:	
Number of acres of land used for other purposes,		Note: Total must equal the total reported in the property		
including buildings:		acreage description	).	
5: BUILDINGS AND IMPROVEMENTS EXCLU	DING MAUSOLEA AND COL	UMBARIA SITES		
Building Number or Name	Principal Us	е	Other Use or Uses	
6: PERSONAL PROPERTY				
Description	Principal Us	е	Other Use or Uses	

# SECTION B: INVENTORY OF UNSOLD BURIAL SITES AND CRYPTS

This section must be completed by profit making organizations. Nonprofit claimants need not answer the following questions. For purposes of this section, Developed Cemetery Plots, Crypts, and Niches that are broker-held plots are to be included as Unsold Inventory. Please read instructions before completing.

# 7: DEVELOPED CEMETERY PLOTS, LAWN CRYPTS, AND LAWN NICHES

	Total Number	Number Sold	Unsold Inventory
Cemetery Plots			
Lawn Crypts			
Lawn Niches			

## **8: CRYPTS AND NICHES**

Do not include preconstruction sales of crypts or niches if construction had not commenced prior to January 1.

,	,,	,	•
1. MAUSOLEA	Total Number	Number Sold	Unsold Inventory
Indoor Crypts (spaces)			
Outdoor Crypts (spaces)			
Niches			
2. MAUSOLEA	Total Number	Number Sold	Unsold Inventory
Indoor Crypts (spaces)			
Outdoor Crypts (spaces)			
Niches			
3. MAUSOLEA	Total Number	Number Sold	Unsold Inventory
Indoor Crypts (spaces)			
Outdoor Crypts (spaces)			
Niches			
1. COLUMBARIA	Total Number	Number Sold	Unsold Inventory
Niches			
2. COLUMBARIA	Total Number	Number Sold	Unsold Inventory
Niches			
3. COLUMBARIA	Total Number	Number Sold	Unsold Inventory
Niches			

Attach additional sheets if needed.



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# INSTRUCTIONS FOR FILING CLAIM FOR PROPERTY TAX EXEMPTION UNDER THE CEMETERY EXEMPTION PROVISIONS

#### **FILING OF CLAIM**

Claims for the cemetery exemption must be signed and filed with the county Assessor.

An officer or duly authorized representative of the organization owning the property must sign the claim.

The Assessor will supply claim forms.

#### TIME FOR FILING

To receive the full exemption the claim must be filed each year on or before February 15. Only 90 percent of any tax or penalty or interest thereon may be canceled or refunded when a claim is filed between February 16 of the current year and January 1 of the following calendar year; if the application is filed thereafter, only 85 percent of any tax or penalty or interest thereon may be canceled or refunded. In no case, however, is the tax, penalty, and interest for a given year to exceed \$250.

## PREPARATION OF CLAIM

All claimants must execute the claim and, except where an exemption is being claimed for inactive cemetery property, provide the property information requested in Section A. Only claimants organized for profit need complete Section B. **All questions must be answered**. If you do not answer all the questions, your claim may be denied. Leave no blanks; use "no," "none," or "not applicable" where needed.

If the entire property is not qualified, a partial exemption will be granted for any portion which satisfies the requirements.

#### **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.

## **USE OF PROPERTY**

Check the appropriate box to indicate whether or not the owner is organized or operates for profit. If organized as a nonprofit corporation, enter the date(s) of incorporation and any amendments to the articles of incorporation on line 6.

A nonprofit organization filing for the first time **must** attach a certified copy of the Articles of Incorporation or comparable instrument for unincorporated organizations, together with all amendments and revisions thereto. After the first filing, only subsequent amendments or revisions to the articles or comparable instrument need be submitted with each claim. Approval of your claim for cemetery exemption cannot be given if proper documentation is not on file in the Assessor's Office.

## **EXEMPTION**

Check the appropriate box and enter the Assessor's parcel number or legal description when required. If necessary, use the back of the claim for lengthy legal descriptions or attach an additional sheet. **This completes the claim only for organizations claiming a total exemption of an inactive cemetery property,** in which no portion is being leased, rented, or held for sale by the claimant. Claims for all other properties must include Section A.

## SECTION A: INFORMATION CONCERNING THE PROPERTY

Except as indicated in the preceding paragraph, Section A is to be completed by both profit-making and nonprofit cemetery organizations. A separate Section A must be completed and filed for each property for which total or partial exemption is sought. The information furnished must be restricted to the particular property. Give the exact name of the organization, address of the property, and the county of location.

The term *property* as used here means any operating unit of property consisting of one parcel or several contiguous parcels for which an exemption is sought even though there may be several improvements and separate buildings thereon. All personal property for which an exemption is sought should be listed. If more than one Section A is filed, each Section A should be numbered for convenient reference.

# PROPERTY DESCRIPTION

List each parcel on which a portion of the operating cemetery is located. Enter the Assessor's parcel number(s) or legal description(s). Indicate the total area (in acres) of all parcels. Use additional sheets if necessary. If the owner has recorded a "Declaration of Intention" or "Declaration of Dedication" of the property for which the exemption is claimed, or if cemetery zoning or a special use permit was granted for the property, check the appropriate box(es) and enter the corresponding date(s) or recorder's reference(s). If dedication and zoning are not required, check the corresponding box and explain.

## **OWNER AND OPERATOR**

Check the appropriate boxes to identify the owner and operator of the property and the classifications of property for which total or partial exemption is sought. If an organization or individual other than the claimant owns or operates the property, identify the organization or individual in the space provided.

# **LEASED OR RENTED TO OTHERS**

If any portion of the property is rented, leased, or being used or operated by some other person or organization, copies of their leases or agreements must be submitted. If the leases or other agreements have been filed in prior years, it is only necessary to attach copies of subsequent extensions, modifications, and changes.

## **LAND USE**

Designate the exact acreage for each use. Report one combined figure for all building sites other than mausolea and columbaria, which must be shown separately. Report appurtenant walkways, gardens, and parking lots separately. The total acreage includes both cemetery and noncemetery uses.



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#### **BUILDINGS AND IMPROVEMENTS**

List all buildings and other improvements on the land, such as mausolea, columbaria, chapels, corporation yard improvements, irrigation systems, mortuaries, and crematoria (do not include landscaping). List separately any improvements used partially for exempt purposes and partially for taxable purposes. Use additional sheets if necessary. Principal use column: List the principal use of each. Other use or uses column: List all other uses of specific buildings and improvements. Enter "none" if there is no other use.

## **PERSONAL PROPERTY**

List all personal property for which an exemption is sought. Group items into broad categories such as cemetery maintenance tools and equipment, grave digging equipment, and office furniture. List separately any personal property used partially for exempt purposes and partially for taxable purposes. Principal use column: Indicate the principal use of the property (e.g., maintaining cemetery grounds). Other use or uses column: List any other uses (e.g., farming). Enter "none" if there is no other use. Leased personal property should be listed in the LEASED OR RENTED TO OTHERS section.

# SECTION B: INVENTORY OF UNSOLD BURIAL SITES, CRYPTS, AND NICHES

Section B must be completed by all profit-making organizations (any claimant answering "yes" to question 5) seeking the cemetery exemption. List the owner's inventory of unsold burial sites, crypts, and niches as of 12:01 a.m., January 1. Include those acquired by the owner through trades or defaulted contracts as unsold.

## DEVELOPED CEMETERY PLOTS, LAWN CRYPTS, AND LAWN NICHES

Report cemetery plots in terms of number of burial sites and crypts. Land developed as burial sites, which are either in use or being offered for both at-need and pre-need sales, is to be reported separately from land designated and offered only for pre-need sales. Show (1) the total number, (2) the number sold, and (3) the unsold inventory. Developed burial sites row: report "developed" plots located in operating units of the cemetery in which burial activity takes place. Offered for pre-need sales only row: Limit number to plots in operating units of the cemetery which remain undeveloped or in a semi-developed state and in which no burial activity takes place.

#### **CRYPTS AND NICHES**

Show (1) the total number of crypts or niches, (2) the number sold, and (3) the inventory on hand. Do not report preconstruction sales if construction had not commenced prior to the lien date.

#### ADDITIONAL INFORMATION

Upon request, the owner and the operator must furnish additional information to the Assessor. The Assessor may institute an audit or verification of the operations of the claimant.

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