EF-269-AH-R10-0611-49000652-1 BOE-269-AH (P1) REV. 10 (06-11)

CLAIM FOR VETERANS' ORGANIZATION EXEMPTION

To receive the full exemption, a claimant must complete and file this form with the Assessor by February 15, or within 30 days of the date of Notice of Supplemental Assessment, whichever comes first.



William F Rousseau Sonoma County Clerk-Recorder-Assessor

Rm 104 Fiscal Bldg 585 Fiscal Dr. Santa Rosa, CA 95403-2872 TELEPHONE: (707) 565-1888

FAX: (707) 565-3318 FAX: (707) 565-3317

IDENTIFICATION OF APPLICANT		
NAME OF ORGANIZATION	CORPORATE ID NO. (IF ANY)	CHECK IF CHANGED WITHIN THE LAST YEAR
MAILING ADDRESS (NUMBER AND STREET)		Mailing address
		☐ Corporate name
CITY, STATE, ZIP CODE		☐ Organization's formative document
ORGANIZATIONAL CLEARANCE CERTIFICATE (OCC) NUMBER		(amendment to articles of
		incorporation, constitution, trust instrument, articles of organization)
Provide a copy of the certificate issued by the State Board of Eq finding sheet issued by the Board.	ualization (Board), and a copy o	f the
If you do not have an OCC, have you filed a claim for an OCC with No, see instructions for obtaining an OCC.	rith the Board? ☐ Yes ☐ N	lo
PRIOR YEAR FILINGS		
Has the organization filed for the welfare exemption in this coun	ty in prior years? ☐ Yes ☐ N	lo If Yes, state latest year filed:
Exact name of organization under which filed:		-
IDENTIFICATION OF PROPERTY		
1. ADDRESS OF PROPERTY (NUMBER AND STREET)	CI	TY, STATE, ZIP CODE
2. IS THIS A NEW LOCATION 3. WHEN WAS THE PRO	DEDTY DUT TO	FISCAL YEAR OF CLAIM
THIS YEAR?		(SEE INSTRUCTIONS) 20 20
5. REAL PROPERTY. IF CLAIMING AN EXEMPTION FOR REAL P WHAT DATE WAS THE PROPERTY ACQUIRED? (MM/DD/YYYY	NOFERTI, ON	SSESSOR'S PARCEL NUMBER
5. (a) LAND. IF SEEKING AN EXEMPTION ON LAND, PROVIDE T (1) AREA IN ACRES OR SQUARE FEET(2) PRIMARY AND INCIDENTAL USE OF THE PROPERTY DESIGN		
(2) PRIMART AND INCIDENTAL USE OF THE PROPERTY DES	CKIDED	
5. (b) BUILDING OR IMPROVEMENTS. IF SEEKING AN EXEMPTI (1) BUILDING NUMBER OR NAME, NUMBER OF FLOORS, TYPE		EMENTS, PROVIDE THE FOLLOWING:
(2) PRIMARY AND INCIDENTAL USE OF THE PROPERTY DESC	CRIBED	
5. (c) PERSONAL PROPERTY. PERSONAL PROPERTY IS EXEM	DT LINDED DEVENILIE AND TAVA	TION CODE SECTION 215 IT IS NOT
NECESSARY TO LIST PERSONAL PROPERTY OWNED BY 6. OWNER AND OPERATOR. (CHECK AS APPLICABLE)		HON CODE SECTION 213. IT IS NOT
,		ONLY
AND CLAIMS EXEMPTION ON ALL:	/NER ONLY ☐ OPERATOR ONLY ND ☐ BUILDINGS AND IMPROVEMENTS	
IF PERSONS OR ORGANIZATIONS OTHER THAN THE CLA	AIMANT USE THIS PROPERTY,	
THE NAME OF THE USER, FREQUENCY OF USE, AND SO FOR ASSESSOR'S USE ONLY		
FOR ASSESSOR S USE ONLY		ring normal business hours for additional information?
Received by		
(Assessor's designee)	IAME	
ofon	DAYTIME PHONE NUMBER	EMAIL ADDRESS

THIS DOCUMENT IS SUBJECT TO PUBLIC INSPECTION



USE OF PROPERTY

 7. LEASED OR RENTED SINCE JANUARY 1 OF PRIOR YEAR. (a) Is any portion of the property described rented, leased, or being used or operated part time or full time by some other person or organization? 		
□Yes □ No	If Yes , describe that portion and its use and attach a copy of the claimant.	agreement, and list the amount received by
(b) Is any equipment ☐Yes ☐ No	or other property at this location being leased, rented, or consigned from s If Yes , list equipment and other property at this location that is being Please list the name and address of lessor or consignor and the quan to the claim. Property so listed is not subject to the exemption, and w taxable entity.	leased, rented, or consigned to the claimant. Itity and description of the property, and attach
8. SALE OF PERSONA Is any portion of the public?	AL PROPERTY SINCE JANUARY 1 OF PRIOR YEAR. property used to operate a store, thrift shop, restaurant, bar, or other face	cility making sales to members or the general
□Yes □ No	If Yes , (1) list the hours per week the business is operated and; (2) de-	scribe the nature of articles sold:
9. EXPANSION. Do you contemplate ☐Yes ☐ No	any capital investment in the property within the next year? If Yes , explain:	
10. PLEASE CHECK T	HE FOLLOWING, IF APPLICABLE:	
	s owned by a veterans' organization which has been chartered by the Con	ngress of the United States.
☐ The property member, emp of excessive of the property in th	is used for the actual operation of the charitable activity. is not used or operated by the owner or by any other person so as to be loyee, contributor, or bondholder of the owner or operator, or any other personarges or compensations, or the more advantageous pursuit of the busines is not used by the owners or members for fraternal or lodge purposes, or follental to a primary charitable purpose.	son, through the distribution of profits, payment ess or profession.
Attach to this claim	MENTS RELATING EXCLUSIVELY TO THIS PROPERTY'S LOCATION. a copy of your operating statement (income, expenses) and balance she eceding the claim year.	
	CERTIFICATION	
	der penalty of perjury under the laws of the State of California that the fore panying statements or documents, is true, correct and complete to the bes	
NAME OF PERSON MAKING CL	AIM	TITLE
SIGNATURE OF PERSON MAKI	NG CLAIM	DATE



INSTRUCTIONS FOR FILING A CLAIM FOR VETERANS' ORGANIZATION EXEMPTION FROM PROPERTY TAX

GENERAL INFORMATION

FILING OF CLAIM

Claims for the Veterans' Organization Exemption must be signed and filed with the Assessor. Each claim must contain supporting documents including financial statements.

An officer or duly authorized representative of the organization **owning** the property must sign the claim. An officer or duly authorized representative of the organization **operating** the property must sign and file a separate claim. If an organization both owns and operates the property, only one claim need be signed and filed with the Assessor for each property location. A separate claim form must be completed and filed for each property for which exemption is sought.

The Assessor will supply claim forms upon request. A copy of the claim and supporting documents should be retained by the organization. It is recommended that the retained copy be submitted to the Assessor for acknowledgment of filing by entry of the date and the Assessor's or the designee's signature. This copy will serve as a record of filing should there be any later question relative thereto.

ORGANIZATIONAL CLEARANCE CERTIFICATE

An organization that is seeking the Veterans' Organization Exemption shall file with the State Board of Equalization (Board) a claim for an Organizational Clearance Certificate. The Board shall review each claim to determine whether the organization meets the requirements of section 214 and shall issue a certificate to a claimant that meets these requirements. The Assessor may not approve a property tax exemption claim until the claimant has been issued a valid Organizational Clearance Certificate. If the claim is filed timely with the Assessor, the claim will be considered timely filed even if the claimant has not yet received the Organizational Clearance Certificate from the Board.

Claim form BOE-279, Claim for Organizational Clearance Certificate - Veterans' Organization Exemption, is available on the Board's website (www.boe.ca.gov) or you may request a form by contacting the Exemptions Section at 916-274-3430.

PRIOR YEAR FILINGS

Year filed is the year in which the claim was submitted to the Assessor. State the exact name under which the organization filed for the year indicated.

RECORDATION REQUIREMENT

Revenue and Taxation Code section 261 requires that an organization claiming the Veterans' Organization Exemption for its real property must have recorded its ownership interest as of the lien date (12:01 a.m., January 1) in the recorder's office of the county in which the property is located.

TIME FOR FILING

To receive the full exemption, the claimant must **file a claim 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.

ADDITIONAL INFORMATION

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



PREPARATION OF CLAIM

The term *property* as used here means any operating unit of property consisting of one parcel or several contiguous parcels for which exemption is sought even though there may be several improvements and separate buildings thereon. Personal property owned by a Veterans' Organization is specifically exempt under Revenue and Taxation Code section 215, and no claim form is required.

If the owner and operator of the property are not the same, each must execute a separate claim and give the information requested. **All questions must be answered.** Failure to answer all questions may result in denial of your claim. Leave no blanks; use "no," "none," or "not applicable" where needed. The following information is provided to assist you in answering specific questions on your claim.

Line 4. The fiscal year for which 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.

- Line 5. Enter the legal description or map book, page, and parcel number. Use additional sheets if necessary.
 - (a)(1) Indicate the area and the unit of measurement used (acres or square feet.)
 - (2) List the primary use which should qualify the property for exemption and the incidental use or uses of the property since January 1 of the prior year.
 - (b)(1) List all buildings and improvements on the land. Use additional sheets if necessary. Describe as stucco, concrete and steel, brick, wood, etc.
 - (2) List the primary use and the incidental use or uses of the property since January 1 of the prior year.
 - (c) It is not necessary to list personal property owned by the organization.
- **Line 6.** If the owner and operator of any portion of the property are not the same, **both must file a claim,** and each must meet all of the requirements to obtain the exemption.
- **Line 7.** (a) Copies of leases or agreements must be submitted if the answer is yes. 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. The schedule of use should clearly indicate the amount of time the property is actually in use.
 - (b) If the answer is yes, provide the names and addresses of the lessors and consignors and list the quantity and description of the property.
- **Line 8.** If the answer is **yes**, describe in sufficient detail to determine the volume of business and the hours open for business since January 1 of the prior year. If a business operation located on the listed parcel has been **deliberately omitted**, because you do not desire the exemption on the business, so state.
- **Line 9.** If the answer is **yes**, describe the type of investment contemplated and the reasons that make such expansion necessary.
- **Line 11.** In submitting the financial statements, the operating statement should be restricted to the financial transactions relating to the operation of the subject property. The income should include only those receipts that result from the operation of the property and should not include receipts from invested funds, gifts, or other items that do not result directly from the operation of the property.

The expenditures should be limited to those resulting from the operation of the property. Any expenses of the organization or expenses extraneous to the operating unit should not be included. If compensation of personnel or other administrative expenses are pro-rated to the property, such pro-rata should be indicated. If the nature of an item of income or disbursement is not clear from the account name, further explanation indicating the nature of the account should be appended. Your claim will not be processed until the financial statements are received by the Assessor.

