

## Property Tax Exemption Worksheet Idaho Code § 63-602E

Complete this worksheet if you are seeking a property tax exemption, pursuant to Idaho Code § 63-602E, for **non-profit school, educational, or charter school purposes**. This worksheet supplements the standard application and must be fully completed. If you require additional space to answer, you may attach an additional piece of paper, and please number your answers so that they correspond to each question.

1. Does the property for which you seek an exemption used exclusively as a non-profit school, charter school or educational purposes? Yes No

*If yes, please provide a copy of the organization's charter, articles of incorporation, or other document evidencing the organization's non-profit status, as well as a copy of the organization's I.R.S. 501(c)(3) authorization, as well as providing the following:*

a. Describe all activities which generate revenue for the organization.

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b. Describe the nature of the educational services offered.

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c. State whether the organization is accredited by the Idaho State Department of Education, or by any other accrediting body, and if so, please provide all accrediting documentation.

d. Describe the nature of the education provided and any degree, diploma, or other status of completion which may be earned.

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2. Is any portion of the property for which you seek an exemption used for business or commercial purposes that are not related to the non-profit educational purpose of the organization? Yes No

3. Is any portion of the property held or used exclusively for endowment, building, or maintenance purposes of the school? Yes No

*If yes, please describe the portion of the property so used.*

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4. Is any portion of the property for which you seek an exemption used for business or commercial purposes that are not related to the non-profit educational purpose of the organization? Yes No

*If yes, please provide the following:*

a. What business or commercial purpose(s) occurs on the property?

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b. The total square footage of the property. \_\_\_\_\_

c. The total square footage of the property used for business and administration of the non-profit school or charter school. \_\_\_\_\_

d. The total square footage of the property used for profit business or commercial purposes. \_\_\_\_\_

e. The amount of revenue derived on an annual basis from such business or commercial use. \_\_\_\_\_

f. The total number of days over the past year that the property was used for business or commercial purposes. \_\_\_\_\_

g. If multiple people or organizations used a portion of the property for business or commercial purposes, please provide a schedule separately detailing the information requested in items a through e above for each such person or organization.

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h. If any part of the property is used for any other purpose, please describe each purpose and if it relates to the educational purpose of the organization, please describe that relation.

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| Date Reviewed:               | Staff Review By:      | Staff Signature:    |
| Legal Review Required:       | Legal: Date Reviewed: | Attorney Signature: |