



City of Auburn, Maine
Office of the Assessor
www.auburnmaine.gov | 60 Court Street
Auburn, Maine 04210
207.333.6601

APPLICATION FOR EXEMPTION FROM LOCAL PROPERTY TAXATION

Property of Institutions and Organizations
Pursuant to 36 MRSA §652

This application must be filed on or before April 1 of the year the exemption is being requested

To the Assessor of the City of Auburn: Pursuant to 36 MRSA §652 or other designated statute, the undersigned is applying for exemption from property tax for the real estate and/or personal property described below.

1. Institution or Organization

Name: _____

Address: _____

Contact Person: _____

2. Exempt Classification of Organization (ex: charitable and benevolent, literary & scientific etc.)

3. Physical location of real estate and/or personal property.

Street address _____ Map & Lot _____

4. Is any portion of the property leased? Yes ___ No ___ If yes please provide current copies of all leases.

5. Is any of the real estate or personal property used for activities not conducted by or directly related to the organization's exempt purpose(s)? If yes, please explain who uses the property, for what purpose, how often, the duration of the use, and any fees paid for the use of space.

6. Does the organization applying for exempt status conduct fund raising activities at the property? Yes___ No___ If yes please describe the type and frequency of the fund raising activities.

7. Does the organization own or lease personal property located at this location?
Yes___ No___

8. Describe the public benefit derived from the organization's activity. Please be specific. Attach additional pages as necessary.

9. Explain the purpose of the organization and related activities carried out supporting the organization. Attach additional pages as necessary.

Please include the following additional documentation with this application;

- Articles of Incorporation
- Bylaws and Charters
- Annual audited financial reports for the prior year detailing general revenue and expense items
- Property deed
- Evidence of IRS tax exempt status (please note receiving 501C3 status does not ensure property tax exempt status)
- A list of all personnel positions, salary ranges and salaries paid for each position
- Complete the Assets, Funding Sources & Public Benefit Expenditures worksheet enclosed

I, the undersigned, hereby certify the information contained within this application and attachments are true, correct and complete.

Signature: _____ Date: _____

Print name: _____

Title: _____

Telephone #: _____

Email: _____

Your application will be reviewed and you will receive notification of the decision from the Assessor.

Sincerely,

Karen Scammon, CMA
Assessor / City of Auburn
kscammon@auburnmaine.gov

Attachment : ASSETS, FUNDING SOURCES & PUBLIC BENEFIT EXPENDITURES

Assets & Funding Sources: Percent of Funding Dollar Amount

Please attach explanation of why grants and public money was received

Private Donations	_____	_____
Trust Fund(s) Income	_____	_____
Private Foundation Grant(s)	_____	_____
Federal Grants	_____	_____
Other Public Money	_____	_____
Fee for Services	_____	_____
Other	_____	_____
Total	100%	\$ _____

Expenditures

Monetary Donations	_____	_____
In Kind Donations	_____	_____
Administration	_____	_____
Other Expenditures	_____	_____
Total	100%	\$ _____

Please attach additional pages as needed for explanations and/or additional expenditures.