

## **EXEMPTION DOCUMENTS REQUESTED – CITY OF WALKER**

Processing this exemption request application is facilitated by your providing copies of the following documents:

1. Articles of incorporation and all amendments, which should include the following information:
  - A. Name of Directors of the Corporation.
  - B. Profit or Non-Profit status.
  - C. Stated Purpose of Corporation.
  - D. State Issuing Corporate Charter.
  - E. Assumed Name(s), if applicable along with name of governmental agency said assumed name is recorded with.
  - F. Annual Non-Profit Corporation report or for organizations other than corporations, most recent balance sheet.
2. Exemptions applicant entity's "By Laws" and "Constitution", if these items exist.
3. Evidence of ownership of (or interest in) subject property.
  - A. Transfer instrument to applicant: typically, Warranty Deed or Land Contract.
  - B. Lease.
4. Governmental approval/certification to operate for stated purpose.
  - A. IRS exemption determination for assessment years in question.
  - B. Michigan exemption determination for above years.
  - C. State/County license, if any.
  - D. City approval form – permits – license – other.
  - E. License from Attorney General to solicit or receive contributions, pursuant to MCL400.271; MBA 240.
5. Budget
  - A. Operations of charitable, educational, religious organization.
  - B. Operation of real estate and/or personal property for which exemption is being applied.
6. Inclusive list of all (salaries, fees, payments, rent, repayments of loans, etc.) transfers, current or deferred, from applicant to directors, officers, consultants, agents, and/or employees of applicant.
7. List of all clients of the organization that have any relationship with any director, officer, consultant, agent and/or employee of applicant, together with a description of such relationship.