

INSTRUCTIONS

- This form should be completed by the property owner or representative and filed with the municipal clerk by March 31, in even numbered years (sec. 70.337, Wis. Stats).
- Only properties exempt under sec. 70.11, Wis. Stats. are required to be reported on this form. See list of properties at bottom of this page that are not required to be reported.

1. **NAME OF ORGANIZATION** – Enter the organization that owns the exempt property.
2. **PURPOSE OF ORGANIZATION** – State the primary purpose of this organization.
3. **ADDRESS OF ORGANIZATION** – Enter the address of the administrative office or headquarters.
4. **LOCATION OF PROPERTY** – Enter the taxation district and county in which the exempt property is located.
5. **ADDRESS OF PROPERTY** – Enter the number and street name at which the exempt property is located.
6. **PARCEL NUMBER OR LEGAL DESCRIPTION** – Enter the parcel number as shown in the assessment roll or the legal description of the property as shown on the deed or in the assessment roll.
8. **PURPOSE/USE OF PROPERTY** – Using the categories below, indicate the use of the property. **REVIEW ALL CATEGORIES BEFORE SELECTING.** If parcel has more than 1 building and all buildings are put to same use, report only 1 use. If the parcel has more than 1 building put to different uses, report each use. If a building has more than one use, report predominant use. [SEE EXAMPLES IN NEXT COLUMN]

EXAMPLE: a parcel with 3 buildings – a church, parsonage and school – would indicate the 3 different uses for that parcel: WORSHIP, HOUSE-OTH, EDU-K-12.

EXAMPLE: a parcel with 2 buildings – a church and a separate fellowship hall – would indicate 1 use – WORSHIP – since the fellowship hall serves the same purpose as the place of worship.

EXAMPLE: a parcel with a retirement home and a nursing home in the same building would indicate predominant use only.

EXAMPLE: a parcel with 2 buildings – a nursing home and a separate retirement home – would indicate 2 uses – NURSING and RETIRE.

9. **ESTIMATED FAIR MARKET VALUE OF PROPERTY** – Indicate by entering the number 1 through 10, the value category that best approximates the value of the buildings and land described in Question 8. Enter the number of the value category for property under each use.

- | | |
|----------------------------|--------------------------------|
| 1. under \$10,000 | 6. \$1,000,001 - \$3,000,000 |
| 2. \$10,001 - \$100,000 | 7. \$3,000,001 - \$6,000,000 |
| 3. \$100,001 - \$200,000 | 8. \$6,000,001 - \$12,000,000 |
| 4. \$200,001 - \$500,000 | 9. \$12,000,001 - \$25 million |
| 5. \$500,001 - \$1,000,000 | 10. Over \$25 million |

PURPOSE	CODE FOR ANSWERING #8
CHURCH/RELIGIOUS	
PLACE OF WORSHIP	WORSHIP
OTHER (do not report housing or schools under this category)	CHURCH-OTH
EDUCATIONAL	
GRADES K-12	EDU-K-12
PRIVATE COLLEGE	COLLEGE
OTHER	EDU-OTH
MEDICAL FACILITY	
NON-PROFIT HOSPITAL (incl. religious)	HOSPITAL
MEDICAL RESEARCH FOUNDATION	MED RSCH
OTHER	MED-OTH
HOUSING	
NURSING HOME (incl. religious)	NURSING
RETIREMENT HOME (incl. religious)	RETIRE
OTHER (incl. religious)	HOUSE-OTH
PUBLIC BENEFIT	
YMCA/YWCA, SCOUTS, BOYS' CLUB, YOUTH HOCKEY, LIONS CAMP, BIBLE CAMP, CAMP FOR HANDICAPPED, WOMEN'S CLUB, HISTORICAL SOCIETY, LIBRARY ASSOC., FRATERNAL, LABOR/FARMERS' TEMPLE, AGRI FAIR, NONPROFIT RADIO, THEATRE, ART GALLERY, SPORTS AND ENTERTAINMENT FACILITY/STADIUM, HUMANE SOCIETY, HISTORICAL SITE, PUBLIC TRUST	BENEFIT
OTHER	OTHER

10. **LEASING OF PROPERTY** – Indicate if the property was leased during the preceding 2 years. If yes, describe the portion leased, the name of lessee, and how the organization used the lease payments on an addendum.

11. **UNRELATED TRADE OR BUSINESS** Indicate if the property was used in a trade or business for which the owner was subject to taxation under Sections 511 to 515 of the IRC as defined in sec.71.22(4m), Wis. Stats.

NOTE: If yes, you must also complete form PC-227.

- 12-16. **NAME, TELEPHONE, ADDRESS** – Enter the name and title, telephone number, and address of the person who filled out this form and who can be contacted. Sign and date the form. File with municipal clerk.

THE FOLLOWING TAX EXEMPT PROPERTIES ARE NOT REQUIRED TO BE REPORTED:

- Property owned by the Federal, State, County, or Municipal Governments.
- Cemeteries exempt under sec. 70.11(13), Wis. Stats.
- Archeological sites exempt under sec. 70.11(13m), Wis. Stats.
- Manure storage facilities exempt under sec. 70.11(15), Wis. Stats.
- Secondary containment structures used to prevent leakage of liquid fertilizer or pesticide exempt under sec. 70.11(15m), Wis. Stats.
- Treatment plant and pollution abatement equipment exempt under sec. 70.11(21), Wis. Stats.
- All perennial plants that produce an annual crop exempt under sec. 70.11(30), Wis. Stats.
- Property of housing authorities exempt from taxation under sec. 70.11(18), Wis. Stats. if a payment in lieu of taxes is made
- Lake beds owned by the State
- Highways, as defined in sec. 340.01(22), Wis. Stats.
- Utility property assessed under Chapter 76
- State and county forests
- School districts
- Technical college districts