



3. Is the subject property leased? If yes, attach a copy of the lease agreement. \_\_\_\_\_Yes \_\_\_\_\_No
4. Indicate all uses you make of the subject property (Explain in detail). \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_
5. Indicate how often you use the subject property for this purpose(s). \_\_\_\_\_  
 \_\_\_\_\_
6. Indicate all other individuals, groups, or organizations that use the subject property. Explain in detail how each individual or entity uses the property.  
 \_\_\_\_\_  
 \_\_\_\_\_
7. Indicate whether or not a fee is charged in relation to the use of the subject property. If a fee is charged, please explain in detail why there is a fee, how that fee is determined or calculated, and what purpose the fee serves. Include a copy of any fee schedules  
 \_\_\_\_\_  
 \_\_\_\_\_
8. Indicate the date you acquired ownership of the subject property: \_\_\_\_\_  
 Indicate the date the property was first used for exempt purposes: \_\_\_\_\_  
 Indicate the date you are requesting the exemption begin: \_\_\_\_\_  
 If the property is new construction, indicate the date construction commenced and ended: \_\_\_\_\_  
 \_\_\_\_\_
9. Have you paid the tax at issue? \_\_\_\_\_Yes (Provide a copy of tax receipt) \_\_\_\_\_ No  
 If yes, for what year(s)? \_\_\_\_\_
10. Indicate which statute authorizes the exemption and attach the applicable addition to this application.  
 \_\_\_\_\_
11. Do you request a hearing on the application for exemption? \_\_\_\_\_Yes \_\_\_\_\_No

**VERIFICATION**

STATE OF KANSAS, COUNTY OF \_\_\_\_\_, ss:

I, \_\_\_\_\_, applicant herein, do solemnly swear that the information set forth in this application and any additions or attachments thereto, is true and correct, to the best of my knowledge and belief. So help me God.

\_\_\_\_\_  
Applicant or Attorney Signature

\_\_\_\_\_  
PRINTED NAME AND TITLE

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

S E A L

\_\_\_\_\_  
Notary Public

My appointment expires: \_\_\_\_\_

COUNTY APPRAISER RECOMMENDATIONS AND COMMENTS

TO COUNTY APPRAISER:

Pursuant to K.S.A. 79-213, and amendments thereto, the County Appraiser is required to review each application and recommend whether the relief sought should be granted or denied. Therefore, please answer all of the following questions and provide any additional comments you believe are necessary to support your recommendation.

Provide the PIN(s) OR ID NUMBER(s) (if any) USED BY THE COUNTY: \_\_\_\_\_

Provide the County's valuation(s) for the property at issue: \$ \_\_\_\_\_

Do you find the facts as stated by the applicant represent the true situation? Yes No

Do you recommend that the relief herein requested be granted? Yes No

Do you request a hearing on this application? Yes No

Indicate the year the County first placed the subject property on the tax rolls under the name of the current owner: \_\_\_\_\_

For what years, if any have the taxes for the subject property been paid: \_\_\_\_\_

Please provide any additional comments as to the County's position regarding the taxpayer's request.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_ County, Kansas \_\_\_\_\_  
Typed (printed) Name of County Appraiser

( ) \_\_\_\_\_  
Telephone Number

**VERIFICATION**

STATE OF KANSAS, COUNTY OF \_\_\_\_\_, ss:

I, \_\_\_\_\_, County Appraiser, do solemnly swear that the information set forth above is true and correct, to the best of my knowledge and belief. So help me God.

\_\_\_\_\_  
County Appraiser Signature

## INSTRUCTIONS

### TAX EXEMPTION APPLICATION

1. Each application for a tax exemption must be filled out completely with all accompanying facts.
2. The statement of facts must be in affidavit form. Applications or statements that have not been signed by the property owner, before a Notary Public, will not be considered. Pursuant to K.S.A. 79-213, and amendments thereto, the property owner is required to file the application. If the subject property is leased, the lessee can not file the application. Tax representatives are not permitted to sign the application.
3. If the applicant is an organization, corporation, partnership, LLC, or other entity, please include a Contact Name on the first page of the application. All Board correspondence, notices, and orders will be addressed to the Contact Name at the street address or box number provided on the first page.
4. Pursuant to Kansas law, the burden is on the applicant to prove affirmatively that relief is necessary. Failure to do so will result in the denial of the request for exemption.
5. This form is to be returned to the County Appraiser for recommendations pursuant to law. The County Appraiser will forward the application to the Board of Tax Appeals.
6. Enclose any applicable filing fee(s) pursuant to K.A.R. 94-2-21. Checks or money orders should be made payable to the **Board of Tax Appeals**.

PLEASE REMEMBER TO INCLUDE ALL APPLICABLE ADDITIONS OR ATTACHMENTS AS REQUESTED. (See questions 1, 3, 7 and 9 ).