



**GOOCHLAND COUNTY  
TAX EXEMPTION APPLICATION  
FOR REAL ESTATE AND/OR PERSONAL PROPERTY**

**REAL PROPERTY**

The Department of Real Estate Assessments  
C/O County Assessor  
1800 Sandy Hook Road  
P.O. Box 10  
Goochland, VA 23063  
Call: (804) 556-5853  
Email: [assessor@goochlandva.us](mailto:assessor@goochlandva.us)

**PERSONAL PROPERTY**

Office of the Commissioner of Revenue  
Commissioner of Revenue  
1800 Sandy Hook Road  
P.O. Box 60  
Goochland, VA 23063  
Call: (804) 556-5807  
Email: [commissioner@goochlandva.us](mailto:commissioner@goochlandva.us)

**Application for Other Nonprofit Organizations  
(Not Churches or Religious Bodies)  
Eligibility and Instructions**

This application is to be completed by nonprofit organizations other than churches or religious bodies; there is also an Application for Churches or Religious Bodies. Entities that have nonprofit status from the U.S. Internal Revenue Service are not necessarily exempt from paying local taxes on their real and personal property. Under Virginia law, nonprofit organizations are eligible for local tax exemptions only if they either:

- 1) are in one of the **qualifying categories** below; or
- 2) have applied for and received a **qualifying designation** specific to their organization.

**1. Qualifying category. Checking one of these categories is a certification that your organization meets the state law criteria for the category:**

American Red Cross	_____	Habitat for Humanity <sup>2</sup>	_____	Public Library	_____
Boy's/Girl's Club of America	_____	Hospital	_____	School	_____
Boy/Girl Scouts of America	_____	Lodge	_____	SPCA	_____
Cemetery	_____	Museum	_____	Veterans of WWI Aux.	_____
Club <sup>1</sup>	_____	Park or playground <sup>3</sup>	_____	Volunteer Fire/EMS	_____
				YMCA or similar org.	_____

<sup>1</sup> Farm Assoc., 4-H, Home Demonstration, Future Farmers, Future Business Leaders, College Alumni Assoc. or Foundation  
<sup>2</sup> Requires a Board of Supervisors' resolution [Va. Code § 58.1-3609]  
<sup>3</sup> Property must be held by trustees for public use

**2. Qualifying designation.** Prior to 2003, the Virginia General Assembly exempted specific organizations by name. Identify the code section of your qualifying designation, if applicable: Virginia Code § 58.1-3650. \_\_\_\_\_ and **provide** a copy.

**General Instructions**

1. If necessary, **provide** additional pages to submit all required information. Respond N/A if a question is not applicable.
2. Applications are not complete until all applicable information and documentation is provided. During staff's review of the application, additional information may be required. Staff may do field-verification inspections of your property.
3. Submit all pages of the application even if your organization doesn't have both real and personal property in the county.
4. Submit all applications to the Department of Real Estate Assessments by mail or email, or drop off to addresses above.
5. If you have any questions regarding the application or exemption process, contact one of our offices.
6. **If you have received a tax bill, you are obligated to timely pay it notwithstanding your submission of this application.**



**SECTION 1: GENERAL INFORMATION**  
**Instructions: All applicants must complete Section 1.**

Full Legal Name of Organization					
Organization's Federal Identification Number		Organization's Phone Number			
Name and Title of Person Completing Application		Phone Number of Person Completing Application			
Email			Website Address		
Mailing Address					
	<i>Street Address or P.O. Box</i>		<i>City/Town</i>	<i>State</i>	<i>Zip Code</i>
Goochland Location					
	<i>Street Address (No P.O. Box)</i>		<i>City/Town</i>	<i>State</i>	<i>Zip Code</i>
Select your organization's federal tax status:					
501(c)(3) ___    501(c)(4) ___    501(c)(6) ___    501(c)(7) ___    Other _____					
<b>Provide</b> your organization's most recent IRS Final Letter of Determination.					
<b>Provide</b> copies of your organization's governing documents (Bylaws, Articles of Incorporation, etc.).					



## SECTION 2: REAL PROPERTY

Only organizations that own real estate in the county must complete this section.

- Land that is not actively in use for your nonprofit purpose is not tax exempt under Virginia law. If your organization owns vacant or undeveloped land, it is not likely to be tax exempt.
- Your organization may permit others to use or rent portions of your property if (i) the use is secondary to its principal use for your nonprofit purpose, and (ii) your organization doesn't derive substantial revenue from it.
- For each parcel your organization owns, please identify all uses of your property by your organization and by others, specifying what portions of your property or facilities are used, the purposes for which it is used, and any annual income derived from its use, rental, or lease by others.
- **Provide** a copy of any written lease or other agreement under which your organization receives revenue for the use, for more than 30 days, of all or a portion of its real property or facility(ies).

**Parcel 1. Provide** a plat, site plan, GIS photo or sketch showing the buildings, structures, parking, & other facilities.

Tax Map Number(s): \_\_\_\_\_

Structure(s) description: \_\_\_\_\_

Describe the principal use and any other uses of property: \_\_\_\_\_

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**Parcel 2. Provide** a plat, site plan, GIS photo or sketch showing the buildings, structures, parking, & other facilities.

Tax Map Number(s): \_\_\_\_\_

Structure(s) description: \_\_\_\_\_

Describe the principal use and any other uses of property: \_\_\_\_\_

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Attach additional sheets if your organization owns more than 2 parcels of real estate.

## SECTION 3: PERSONAL PROPERTY

Applicable to all applicants.

- Personal property owned by your organization and predominantly used for your nonprofit purposes is tax exempt without being separately identified on this application.
- If your organization is paying taxes on any personal property that meets this criteria, please contact the Commissioner of Revenue's office (see page 1 for phone, email, and address).



## SECTION 4: CERTIFICATION AND AUTHORITY

All applicants must complete this section.

### CERTIFICATION

On behalf of \_\_\_\_\_ [organization's name], I do hereby declare that the information provided is true, correct, and complete, and that I am authorized to file this application on behalf of the organization by virtue of \_\_\_\_\_

\_\_\_\_\_ [identify your role in the organization and **provide** the organization's resolution, minutes, or other document providing your authority].

By completing this application, the organization is giving permission for county staff to make field inspections of the property for which a tax exemption is sought.

I certify that the organization will promptly notify the Assessor of 1) any change in the use of any real property listed in this application since it may affect the property's tax status, or 2) the acquisition of additional real property after submission of this application.

**By my signature on this application, I am certifying that the organization on whose behalf this application is filed meets the legal requirements under state law for a tax exemption for real and personal property.**

Any person who knowingly and falsely claims an exemption herein can be prosecuted for a criminal misdemeanor and could be subjected to a fine not to exceed \$1,000 or confinement in jail not to exceed twelve months, or both.

Signed and sworn to by me on behalf of the organization:

Printed Name: \_\_\_\_\_ Title/Authority: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_