



CITY OF CAMDEN
OFFICE OF ASSESSMENTS
520 Market Street, Room 329
P.O. Box 95120
Camden, New Jersey 08101-5120
PHONE (856) 757-7017 FAX (856) 968-4721
assessor@ci.camden.nj.us

Re: Initial Statements for Tax Exemption

Dear Property Owner,

The Initial Statements are required to be filed in duplicate (*2 original copies*) pertaining to the tax exemption of real property and signed in blue or black ink. In addition to completing these forms in duplicate (*2 original copies*), please provide two copies of all applicable documents below:

- | | |
|--|---|
| <input type="checkbox"/> Deed/Ownership Documents | <input type="checkbox"/> Lease/Rental Agreements |
| <input type="checkbox"/> Insurance Policy on Property | <input type="checkbox"/> Certificate of Incorporation |
| <input type="checkbox"/> Articles of Association | <input type="checkbox"/> Constitution and By-Laws |
| <input type="checkbox"/> Audited Financial Statements –
IRS 990 | <input type="checkbox"/> Tax Returns |
| <input type="checkbox"/> Charter and/or Mission
Statement | <input type="checkbox"/> Organization's Promotional
Literature |
| <input type="checkbox"/> Itinerary/Calendar of Events | <input type="checkbox"/> Addendum Containing and other
Pertinent Information |

The NJ Tax Court has ruled that the burden of proof to obtain exempt status from property taxes is on the claimant organization. Failure to provide the information requested and complete the Initial Statements in their entirety may result in the disallowance or denial of this property tax exemption. The information must be received by November 1st of the pretax year and the organization must meet all of the eligibility requirements by October 1st of the pretax year. If you have any questions regarding this matter, please don't hesitate to contact the Tax Assessor's Office.

Sincerely,

Assessor's Office