

EXEMPTION DOCUMENTS CHECKLIST

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

- I. 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

- II. Exemptions applicant entity's by-laws and constitution, if these items exist

- III. Evidence of ownership of (or interest in) subject property
 - A. Transfer instrument to applicant; typically warranty deed or land contract
 - B. Lease

- IV. 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.
 1. Permits
 2. License
 3. Other
 - E. License from Attorney General to solicit or receive contributions, (pursuant to MCL.400.271)

- V. Budget
 - A. Operations of charitable, educational, religious organization
 - B. Operation of real estate and/or personal property for which exemption is being applied

- VI. Inclusive list of all salaries, fees, payments, rent, repayments of loans, transfers, current or deferred, from applicant to directors, officers, consultants, agents, and/or employees of applicant.

- VII. List of all clients served that they are in any way related to; any directors, officers, consultants, agent and/or employees of applicant. Please include an explanation of any above relationships.