

**ROOSEVELT COUNTY
ASSESSOR'S OFFICE**

109 W 1ST STREET
PORTALES, NM 88130

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**COUNTY ASSESSOR
STEVIN FLOYD**

**CHIEF DEPUTY ASSESSOR
GEORGE BEGGS**

Date: _____

Tax Year: _____

**Claim for Exemption of Property
Nongovernmental Entities**

Pursuant to 7-38-17(C) NMSA 1978, beginning with the 1983 tax year, exemptions of real property for nongovernmental entities must be claimed to be allowed. Once such exemptions are claimed and allowed they shall be applied automatically in subsequent years. If this form is not filed with the county assessor by the last day of February, of the tax year, the property will be presumed to be not exempt and will be taxed accordingly. All churches and charitable or educational organizations must claim their exemption for it to be allowed in the current tax year. Obtaining a 501(c)3 does not automatically qualify an organization for property tax exemption in New Mexico. The property must meet the requirements of being used for religious, charity, or school use.

Provide the following information as completely as possible:

Name of Property Owner: _____

Address: _____

Phone: _____ Contact Person: _____

Property Account Number: _____ Parcel Number: _____

Use of the property (check one): [] religious [] charitable [] educational

Describe the "primary and substantial use" of the property:

Is the property leased or rented? _____ Is the entity a church? _____

Is the property vacant land? _____ Is the entity non-profit? _____

What portions of the entity's expenditures are supported by contributions? _____

To whom does your organization provide educational or charitable services? _____

Attach any additional information which may support your claim (bylaws, annual reports, income statements, current list of board of directors, etc.).

OATH OR AFFIRMATION

I hereby certify that the above property is owned by a church, charitable or educational organization and is being used for a church, charitable or educational purpose.

Property Owner's or Authorized Agent's signature: _____ Date: _____

County Assessor's or Deputy's signature: _____ Date: _____

A property owner may protest the denial of exemption determined for his property for property taxation purposes by filing a petition with the County Assessor no later than thirty (30) days after the mailing by the Assessor of the Notice of Valuation.

Check one: Approved [] Denied []