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		n the property statement.	the property for exempt purposes. If No , the affidavit
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Colusa County Assessor			Colusa, CA 95932

INSTRUCTIONS FOR FILING LESSORS' EXEMPTION CLAIM

IMPORTANT NOTICE

A qualifying institution is one whose property is **used for** free public libraries and free museums, and for property **used exclusively for** public schools, community colleges, state colleges, state universities, University of California, churches, and nonprofit colleges.

Failure to submit the lessee's affidavit will result in denial of the exemption for the lessor. Submission of the lessee's affidavit after the date the claim form is due (for taxpayers not required to file a property statement) or after the last day for filing the lessor's property statement without penalty under section 463 of the Revenue and Taxation Code (for taxpayers required to file a property statement) will result in a portion of the exemption being denied. A Lessee's Affidavit is not required for free public library or free museum exemption.

A sample affidavit is included as page 3 of this form.

IDENTIFICATION OF APPLICANT

Enter your company or organization information.

FISCAL YEAR

The fiscal year for which an exemption is sought must be entered correctly. The proper fiscal year follows the lien date (12:01 a.m., January 1) as of which the taxable or exempt status of the property is determined. For example, a person filing a timely claim in February 2017 would enter "2017-2018" on line five of the claim; a "2016-2017" entry on a claim filed in February 2017 would signify that a late claim was being filed for the preceding fiscal year. The lease must be in effect and the property in use on lien date of the fiscal year for which the exemption is sought. Lessors' Exemptions cannot be prorated based on the commencement date of the lease.

USES OF PROPERTY

Check each of the types of property being claimed, and state the primary and incidental uses of the property.

Enter the name and address of the lessee. If additional space is required, or if more than one lessee is being listed, attach an itemized list.

Confirm, by checking the appropriate box, that the lease confers upon the lessee the **exclusive** right to possession and use of the property, except for free public libraries and free museums.

Check the appropriate box regarding property statement reporting. If you own taxable personal property in any county whose aggregate cost is \$100,000 or more for any assessment year, you must file a property statement with the Assessor of that county whether or not specifically requested to do so. Any person not otherwise required to file a statement shall do so upon request of the Assessor, regardless of aggregate cost.

Check the appropriate box to indicate whether the affidavit is attached or will be submitted with the property statement.

If the property, or a portion thereof, for which exemption is claimed is a student bookstore that generates unrelated business taxable income as defined in section 512 of the Internal Revenue Code, property taxes are determined by establishing a ratio of the unrelated business taxable income to the bookstore's gross income.

PROPERTY TAX BENEFITS

Property tax benefits claimed herein must be passed on to the lessee in the form of:

- (1) Reduction in rental payments (sections 202.2 and 206.2, Revenue and Taxation Code).
- (2) Refund of rental payments, if paid (sections 202.2 and 206.2, Revenue and Taxation Code).
- (3) Claim by lessee under the provisions of section 5096, Revenue and Taxation Code, for a refund of taxes paid by a lessor (section 202.2, Revenue and Taxation Code).

Note: Where the lessee files a claim for an exemption and reports leased property, such property will be allowed the exemption if used in an exempt manner.



BOE-263 (P3) REV. 13 (05-22)

NAME OF QUALIF	FYING LESSEE INSTITUTION		
MAILING ADDRES	SS		
CITY, STATE, ZIP	CODE		
Check the t	type of qualifying exclusive use of	of the property	
 PL	JBLIC SCHOOL	STATE UNIVERSITY	NONPROFIT COLLEGE
	DMMUNITY COLLEGE	UNIVERSITY OF CALIFORNIA	
ST	ATE COLLEGE		
NAME OF LESSO	R		
MAILING ADDRES	SS		
CITY, STATE, ZIP	CODE		
COMMENCEMEN	IT DATE OF LEASE	DATE PROPERTY PUT	TO EXEMPT USE
		PLEASE ATTACH A COPY OF THE LEASE AGREEME	NT
•	property is leased as of January eparate listing if necessary.	1 of this year. If personal property is being leased, i	
PROPERTY (REAL OR PER		PROPERTY DESCRIPTION	
(
🗌 Yes 🗌 No		, or a portion thereof, is used by a church for parkin	
		ne church, religious denomination, or sect greater the hereof so used is not eligible for exemption.	han 500 members? 📋 Yes 📋 No
🗌 Yes 🗌 No	The property, or a portion there	of, is a student bookstore that generates unrelated	business taxable income as defined in sect
	512 of the Internal Revenue Co If Yes , a copy of the institution	ode. i's most recent tax return filed with the Internal Re	venue Service must accompany this affida
	Property taxes are determine	d by establishing a ratio of the unrelated busine	
	income.	CERTIFICATION	
I understand ti	hat the lessor has filed for a prop	perty tax exemption on the above property leased to	o this institution, and that any benefit from th
exemption	n must go to this institution by wa lare) under penalty of perjury un	y of a reduction in rental payments or a refund in a der the laws of the State of California that the foreg	n amount equal to the reduction in taxes. Joing and all information hereon, including a
SIGNATURE OF PEF	RSON MAKING CLAIM	s or documents, is true and correct to the best of m	DATE
NAME OF PERSON I	MAKING CLAIM		TITLE
EMAIL ADDRESS			DAYTIME TELEPHONE