EF-267-R14-1016-30002477-1 BOE-267 (P1) REV. 14 (10-16)

## **CLAIM FOR WELFARE EXEMPTION (FIRST FILING)**

(For new locations and/or in-lieu of preprinted claim form BOE-267-A)



# Claude Parrish Orange County Assessor

500 S. Main Street, First Floor, Suite 103 Orange, CA 92868-4512 or P.O. Box 628 Santa Ana, CA 92702-0628 (714) 834-2779

	IFOR S	Ρ.0
This claim is filed for fiscal year 20 - 20		Sa
(Example: a claimant filing a timely claim in January 2017 v	vould enter "2017-2018 "\	(71 wv
LEGAL NAME OF ORGANIZATION		

(Example: a claimant filing a timely claim in January 20	17 would enter "2017-2018	··') wv	w.ocassessor.go	OV
LEGAL NAME OF ORGANIZATION			<u> </u>	
MAILING ADDRESS (number and street)				
CITY, STATE, ZIP CODE				
WEBSITE ADDRESS (if any)		CORPORATE OR LLC II	NO. (if any)	FEIN/EIN
CHECK ANY OF THE FOLLOWING ITEMS THAT HAVE BEE	N CHANGED WITHIN THE LA	 ST YEAR: ☐ MAILING A	DDRESS 🔲 (	DRGANIZATION NAME
ORGANIZATION'S FORMATIVE DOCUMENT (an amen	dment to articles of incorporation	on, constitution, trust instrur	nent, or articles of	organization, etc.)
ORGANIZATIONAL CLEARANCE CERTIFICATE (OCC) NO:				laim for an OCC with the Board?
Provide a copy of the certificate issued by the State Bo (Board) and a copy of the Finding Sheet issued by the		Yes No If No, s	ee the instructions ng an OCC	page for information regarding
PRIOR YEAR FILINGS Has the organization filed for the welfare exemption or	any property in this count	v in prior years? TYes	□ No If Yes. s	tate latest year filed:
1. IDENTIFICATION OF PROPERTY	rany property in this count	y iii piloi years: 🗀 res	140 11 100, 0	tato latost your mou.
a. ADDRESS OF PROPERTY (number and street, including s	uite/unit number if applicable)			
CITY			ASSESSOR'S	PARCEL/ASSESSMENT NUMBER
b. Is this a new location this year?	c When was the r	property put to exempt us	se (MM/DD/YYY)	Y)?
d. Property owned by the claimant for which claimant s	·		oc (WIWI/DD/1111	17:
Real Property:		ersonal Property	☐ Taxab	ole Possessory Interest
	_	noonan roporty		no i coccocci i intercet
Land Buildings and Improvem				
<ol><li>REAL PROPERTY. If claiming an exemption on re a. Date property acquired (MM/DD/YYYY):</li></ol>	ai property, provide:			
	c. Building and Improver	nante Building number	or name, numbe	or of floors:
b. Land. Area in acres of square rect.	c. building and improver	nems. Dulluling number	or name, number	or 110013.
d. <b>Use</b> . Describe primary and incidental use of the	property:			
e. Real property leased, rented, or used by others (some standard property identified under claimant?	Section 1 used or operate		y some person o	r organization other than the
Yes No If <b>Yes</b> , please submit BOE-20				
PERSONAL PROPERTY. If claiming an exemption a. Description (type) of the property:	n on personal property, prov	vide:		
b. <b>Use</b> . Describe primary and incidental use of the	property:			
c. Personal property owned by the claimant that is le				
Yes No If <b>Yes</b> , attach a description of th or agreement.	e property, its use, the nam	e of the user, the amoun	t received by you	(if any), and a copy of the lease
d. Equipment leased or rented from another person Is any portion of the equipment or other property a organization?	` `	, , ,	nted, or consigne	d from another person or
Yes No If <b>Yes</b> , attach a list of the equipm Property so listed is not subject tax exempt organization, the pro-	to the exemption, and will	be assessed by the Ass		
4. TAXABLE POSSESSORY INTEREST. If claiming ar a. Name of the public owner (local, state, or federal				ent lease agreement and provide:
b. Description of the type of property that is leased	from the public owner:			
c. <b>Use</b> . Describe primary and incidental use of the	property:			

THIS DOCUMENT IS SUBJECT TO PUBLIC INSPECTION



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BOE-267 (P2) REV. 14 (10-16) <b>5. USE OF PROPERTY</b>			
<ul><li>a. Operation of a store, thrift shop, of</li><li>(1) Is any portion of the property ide</li></ul>	or other facility (since January 1 of the intified under Section 1 used to operate		that sells goods to members of the
organization or to the general public Yes No If <b>Yes</b> , (A) list the	6? he hours per week the business is opera	ted and (B) describe the type of go	oods sold:
(2) Is the property used as a thrift sl	nop as part of a planned, formal rehabilit	ation program?	
Yes No If <b>Yes</b> , submit B	OE-267-R.		
	of prior year) ed under Section 1 used for living quarte ibe that portion. Submit documentation t		
purposes of	the organization. If living quarters are as	sociated with a rehabilitation progr	ram, submit BOE-267-R.
c. Low-Income Housing Is any portion of the property identif	ied under Section 1 used as low-income	housing?	
	it BOE-267-L if owned by a nonprofit org	_	ny; submit BOE-267-L1 if owned by a
d. Elderly or handicapped Housing	ad under Castian 1 used as a facility for	the olderly or handisenned?	
• • • • • •	ed under Section 1 used as a facility for it BOE-267-H, unless care or services a	• • • • • • • • • • • • • • • • • • • •	ced by the federal government under
including but	not limited to, sections 202, 231, 236, o care/services provided.		
6. UNRELATED BUSINESS TAXABL			
512 of the Internal Revenue Code (I	is sought used for activities that produce RC), and that is subject to the tax impos	income that is "unrelated businessed by section 511 of the IRC?	s taxable income," as defined in section
	each of the following:		
<ol> <li>A statement setting forth th applicable, a description of</li> <li>A statement listing the spec</li> <li>A statement setting forth th</li> </ol>	ion and tax returns filed with the Internal e amount of time devoted to the organiz the portion of the property on which tho cific activities which produce the unrelate ne amount of income of the organization amount of total income of the organization	ation's income producing and non- se activities are conducted. ed business taxable income. In that is attributable to activities in	-income producing activities, and, when the state and is exempt from income of
7. EXPANSION			
Do you contemplate any capital inve	estment in the property within the next yo	ear? Yes No If <b>Yes</b> ,	explain:
8. FINANCIAL STATEMENTS			
Claimant must attach a copy of its o	perating statement (income and expens n 1, for the calendar or fiscal year preced		I liabilities), which relate exclusively to
9. OTHER - EXEMPT ACTIVITY AND	USE		
Please check all boxes that are app	licable:		
☐ The property is used for the a	ctual operation of the exempt activity.		
member, employee, contribut	erated by the owner or by any other person or, or bondholder of the owner or oper- disations, or the more advantageous purs	ator, or any other person, through	
	ne owners, operators, or members for fra rimary religious, hospital, scientific, or ch		ocial club purposes except where such
Whom sho	uld we contact during normal bus	siness hours for additional ir	nformation?
NAME			TITLE
DAYTIME TELEPHONE	EMAIL ADDRESS		
` '	CERTIFIC	ATION	
Logrify (or declare) under penalty of	nerium under the laws of the State of		d all information hereon, including on

I certify (or declare) under penalty of perjury under the laws of the State of California that the foregoing and all information hereon, including any accompanying statements or documents is true, correct, and complete to the best of my knowledge and belief

accompanying statements of documents, is true, correct, and complete to the best of my knowledge and belief.				
SIGNATURE OF CLAIMANT	TITLE			
<b>&gt;</b>				
NAME OF PERSON MAKING CLAIM	DATE			



#### INSTRUCTIONS FOR CLAIM FOR WELFARE EXEMPTION (FIRST FILING)

EXEMPTION FROM PROPERTY TAXES UNDER SECTIONS 4(b) AND 5 OF ARTICLE XIII OF THE CONSTITUTION OF THE STATE OF CALIFORNIA AND SECTIONS 214, 254.5 AND 259.5 OF THE REVENUE AND TAXATION CODE

(See also sections 213.7, 214.01-214.1, 215.2, 221-222.5, 225.5, 231, 236, 254-254.6, 259.5, 261, and 270-272 of the Revenue and Taxation Code)

## **FILING OF CLAIM**

A claim for the Welfare Exemption must be filed with the Assessor by the organization owning the property or, in the case where the real property is leased from a public owner (any local, state, or federal government agency), by the lessee organization having a taxable possessory interest<sup>1</sup> in the real property. Real property includes land and improvements. An officer or duly authorized representative of the organization filing the claim must sign the claim form. A separate claim form must be completed and filed for each property location for which exemption is being sought.

The organization filing the claim must provide information on all uses of the property, including information on use by other organizations or persons. Each claim must contain supporting documents, including financial statements.

#### **ORGANIZATIONAL CLEARANCE CERTIFICATE**

An organization seeking the Welfare Exemption shall file with the State Board of Equalization (Board) a claim for an Organizational Clearance Certificate (OCC). The Board reviews each claim to determine whether the organization meets the requirements of Revenue and Taxation Code section 214<sup>2</sup> and issues a certificate to claimants that meet these requirements. The Assessor may not approve a property tax exemption claim until the claimant has been issued a valid OCC. However, your organization may file a claim for exemption with the Assessor, even if the claimant has not yet received the certificate from the Board. If the claim is filed timely with the Assessor, the claim will be considered timely filed even if the claimant has not yet received the OCC from the Board.

To request an OCC, nonprofit organizations must file BOE-277 and limited liability companies must file BOE-277-LLC. These forms are available on the Board's website (www.boe.ca.gov) or by contacting the Exemptions Section at 1-916-274-3430.

#### RECORDATION REQUIREMENT

Section 261 requires that an organization claiming the Welfare Exemption for its real property must have recorded its ownership interest as of the lien date (12:01 a.m., January 1) in the recorder's office of the county in which the property is located. A claimant which, on the lien date has a **possessory interest in publicly owned land, owns water rights, or owns improvements on land owned by another** may in lieu of recordation file a copy of the document giving rise to that possessory interest or water rights or file a written statement attesting to the separate ownership of those improvements with the Assessor. Failure to establish the fact of such recordation to the Assessor constitutes a **waiver** of the exemption.

#### TIME FOR FILING

To receive the full exemption, the claimant must **file a claim each year on or before February 15**. Only 90 percent of any tax or penalty or interest thereon may be canceled or refunded when a claim is filed between February 16 of the current year and January 1 of the following calendar year; if the application is filed thereafter, only 85 percent of any tax or penalty or interest thereon may be canceled or refunded. (For real property acquired after the January 1 lien date, to receive full exemption, the claim must be filed within 90 days from the first day of the month following the month in which the property was acquired, or by February 15 of the following calendar year, whichever occurs earlier. Refer to section 271.) The combined tax, penalty and interest may not exceed \$250.

## BOARD-PRESCRIBED FORMS REFERENCED ON THE CLAIM FORM AND IN THE INSTRUCTIONS

BOE-267-A, 20 Claim For Welfare Exemption (Annual Filing)

BOE-267-H, Welfare Exemption Supplemental Affidavit, Housing - Elderly Or Handicapped Families

BOE-267-L, Welfare Exemption Supplemental Affidavit, Housing - Lower Income Households

BOE-267-L1, Welfare Exemption Supplemental Affidavit, Low-Income Housing Property Of Limited Partnership

BOE-267-O, Welfare Exemption Supplemental Affidavit, Organizations And Persons Using Claimant's Real Property

BOE-267-R, Welfare Exemption Supplemental Affidavit, Rehabilitation - Living Quarters

BOE-277, Claim For Organizational Clearance Certificate - Welfare Exemption

BOE-277-LLC, Claim For Organizational Clearance Certificate - Welfare Exemption - Limited Liability Company

## ADDITIONAL INFORMATION

In accordance with Revenue and Taxation Code section 254.5(b)(2), the assessor may institute an audit or verification of the property's use to determine whether both the owner and user of the property meet the requirements of Revenue and Taxation Code section 214.

<sup>&</sup>lt;sup>2</sup> All further statutory references are to the Revenue and Taxation Code, unless otherwise specified.



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<sup>&</sup>lt;sup>1</sup> A taxable possessory interest is defined as the taxable interest held by a private possessor in publically owned real property. (See Assessors' Handbook, Section 510, Assessment of Taxable Possessory Interests (Dec. 2002), page 1.)

#### COMPLETION OF CLAIM FORM

All questions must be answered. Failure to answer all questions and provide requested information may result in denial of your claim. Use "not applicable" where needed. The following information is provided to assist you in answering specific questions on your claim.

The fiscal year for which exemption is being 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"; 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.

## Section 1. IDENTIFICATION OF PROPERTY

Identify the situs location (address and city) and Assessor's Parcel/Assessment Number of the property owned for which you are seeking exemption; when the property was put to exempt use; and check the appropriate box(es) to indicate type(s) of property. Claimant is responsible for completing sections 2 through 4 depending on which box(es) are checked under section 1(d). Refer to P3 for the definition of real property and taxable possessory interest. Personal property is defined as all property except real property, such as office furniture, computers, and equipment.

## Section 2. REAL PROPERTY Complete only if "Real Property" was checked under Section 1(d).

- If the exemption is being claimed for real property, enter the date on which the property was acquired. (a)
- Indicate the area and the unit of measurement used (acres or square feet). (b)
- (c) List all buildings and improvements on the land, using additional sheets if necessary.
- (d) Describe the primary use which should qualify the property for exemption and the incidental use(s) of the property since January 1 of the prior year.
- (e) If **Yes**, submit BOE-267-O, to provide information on every user of your real property.

## Section 3. PERSONAL PROPERTY Complete only if "Personal Property" was checked under section 1(d).

Describe the type of personal property, and the primary use and incidental use(s) of the property since January 1 of the prior year. If yes to (c) or (d), then provide requested information.

Section 4. TAXABLE POSSESSORY INTEREST Complete only if "Taxable Possessory Interest" was checked under section 1(d). Attach a copy of the current lease agreement, identify the public owner (local, state, or federal agency) of the publically owned land, buildings and/or improvements, and describe the type of property that is leased from the public owner.

## Section 5. USE OF PROPERTY

- If Yes, describe in sufficient detail to determine the volume of business and the hours open for business since January 1 of (a)(1) the prior year. If a business operation located on the listed parcel has been deliberately omitted because you do not desire the exemption on the business, so state.
- If Yes, submit BOE-267-R. (a)(2)
- (b) If Yes, describe the portion of the property used for living quarters. Submit documentation, including tenets, canons, or written policy, that indicates the organization requires housing be provided to employees and/or volunteers. Include a statement as to why such housing is incidental to and reasonably necessary for the exempt purpose of the organization and the occupant's role or position in the organization. (This question is not applicable where the exempt activity is providing housing, for example, homes for aged, youth, or mentally or physically disabled.) If living quarters are associated with a rehabilitation program, submit BOE-267-R.
- If Yes, submit BOE-267-L if owned by a nonprofit organization or limited liability company; submit BOE-267-L1 if owned by a (c) limited partnership.
- (d) If Yes, submit BOE-267-H, unless care or services are provided or the property is financed by the federal government under, including but not limited to, sections 202, 231, 236, or 811 of the Federal Public Laws. Submit documentation on the type of financing or care/services.

## Section 6. UNRELATED BUSINESS TAXABLE INCOME

If **Yes**, provide the documents and other information requested.

#### Section 7. EXPANSION

If Yes, describe the type of investment contemplated and the reasons that make such expansion necessary.

#### Section 8. FINANCIAL STATEMENTS

Submit the financial statements reflecting the operation of the subject property. The income and expenses should include only those that result from operation of the property. If compensation of personnel or other administrative expenses are pro-rated to the property. such pro-rata should be indicated. If the nature of an item of income or expense is not clear from the account name, further explanation indicating the nature of the account should be appended. Your claim will not be processed until the financial statements are received by the Assessor.

#### Section 9. OTHER - EXEMPT ACTIVITY AND USE

Check the appropriate boxes to indicate the requested information.

