EF-265-R12-0520-43000384-1 BOE-265 (P1) REV. 12 (05-20)

CEMETERY EXEMPTION CLAIM



This claim is filed for fiscal year 20____ - 20_

NAME AND MAILING ADDRESS (Make necessary corrections to the printed name and mailing address) Lawrence E. Stone **Santa Clara County Assessor**

Exemptions Unit West Tasman Campus 130 W Tasman Drive San Jose, CA 95134 Ph: (408) 299-6460 exemptions@asr.sccgov.org www.sccassessor.org

To receive the full exemption, this claim must be filed with the Assessor by February 15.

I	ı	
NAME AND ADDRESS OF OWNER OF LAND AND BUILDINGS (if different fro	om person making claim)	
NAME OF ORGANIZATION/CORPORATE NAME FROM ARTICLES (IF INCO	RPORATED)	
ADDRESS OF PROPERTY (CITY, COUNTY, ZIP CODE)		ASSESSOR'S PARCEL NUMBER
OWNER - PROFIT OR NON-PROFIT	1	
$\hfill \square$ Yes $\hfill \square$ No \hfill Is the owner organized (or operating) for profit?		
Yes No Is the owner incorporated as a non-profit corporate If yes, enter the dates of incorporation and ame	ation? endments:	
USE OF PROPERTY		
Check all that apply. The property is used or held exclusively for the burial or other of such property or such dead.	permanent deposit of the human	dead or for the care, maintenance, or upkeep
The property is not used or held for profit.		
EXEMPTION		
which is being leased, rented, or held for sale by the claimant. (If this box is checked and the exemption is not claimed for the exemption is claimed for the cemetery properties described.)	or other properties, Sections A	and B need not be completed)
	Whom shou	ld we contact during normal rs for additional information?
Received by	NAME	
of(county or city)	ADDRESS (street, city, state, zi	o code)
on(date)		
Number of Section A in claim	DAYTIME PHONE NUMBER	
	EMAIL ADDRESS	
<u>C</u>	ERTIFICATION	
I certify (or declare) that the foregoing and all information hereo complete to the b	on, including any accompanying st pest of my knowledge and belief.	atements or documents, is true, correct, and
NAME OF PERSON MAKING CLAIM		
SIGNATURE OF PERSON MAKING CLAIM	TITLE	DATE

THIS DOCUMENT IS SUBJECT TO PUBLIC INSPECTION.



SECTION A: INFORMATION CONCERNING THE PROPERTY

Claimants must complete separate copies of this section for each property for which exemption is sought. Please read instructions before completing.

1: PROPERTY DESCRIPTION	, , ,	·	, ,
NAME OF ORGANIZATION			
ADDRESS OF THIS PROPERTY (street, city, state, zip co	ode)		COUNTY
ASSESSOR'S PARCEL NUMBER OR LEGAL DESCRIPT	TION		
☐ Declaration of Dedication. Date recorded			ning not required.
□ Declaration of Intention. Date recorded _□ Zoning or Cemetery Use Permit. Date grade	anted □	Total acres of pa	: rcel:
2: OWNER AND OPERATOR			
Claimant is:			any organization which owns or operates
Owner and Operator		the property other	er than claimaint:
Owner onlyOperator only of the cemetery and claims	everntion on the:		· · · · · · · · · · · · · · · · · · ·
Land	exemption on the.		
☐ Buildings and other improvements			
 Personal property listed herein 			
3: LEASED OR RENTED TO OTHERS			
Yes No Is any portion of the property organization? If yes, describe			d or operated by some other person or the lease (rental) agreement:
	name and address of the ow	ner and the quan	consigned from someone else? If yes, tity and description of the property. Property for if owned by a taxable entity.
4: LAND USE	·	<u> </u>	
Cemetery and related uses:			
Number of acres of burial sites in use or offere	ed for sale:	Number of acres	of land used for mausolea:
Number of acres of land used for other buildir	· · · · · · · · · · · · · · · · · · ·	Total number of i	
excluding mausolea and columbaria:		Number of acres	of land used for columbaria:
Number of acres of developed roads and park Number of acres for walkways and gardens:	king areas:	Total number of	
Number of acres of land used for all other cer	metery uses:		
Noncemetery uses:		Total acres of na	arcel:
Number of acres not developed (unused): Number of acres of land used for other purpo:		•	t equal the total reported in the property
including buildings:		acreage descrip	
5: BUILDINGS AND IMPROVEMENTS EXCLU	DING MAUSOLEA AND COL		
Building Number or Name	Principal Us		Other Use or Uses
Dunaning Namiber of Name	i ilicipai os		Office Of Oscia
6: PERSONAL PROPERTY		<u> </u>	
Description	Principal Us		Other Use or Uses
Description	Fillicipal Os	e	Other use of uses
ı		J.	

SECTION B: INVENTORY OF UNSOLD BURIAL SITES AND CRYPTS

This section must be completed by profit making organizations. Nonprofit claimants need not answer the following questions. For purposes of this section, Developed Cemetery Plots, Crypts, and Niches that are broker-held plots are to be included as Unsold Inventory. Please read instructions before completing.

7: DEVELOPED CEMETERY PLOTS, LAWN CRYPTS, AND LAWN NICHES

	Total Number	Number Sold	Unsold Inventory
Cemetery Plots			
Lawn Crypts			
Lawn Niches			

8: CRYPTS AND NICHES

Do not include preconstruction sales of crypts or niches if construction had not commenced prior to January 1.

,	,,	,	•
1. MAUSOLEA	Total Number	Number Sold	Unsold Inventory
Indoor Crypts (spaces)			
Outdoor Crypts (spaces)			
Niches			
2. MAUSOLEA	Total Number	Number Sold	Unsold Inventory
Indoor Crypts (spaces)			
Outdoor Crypts (spaces)			
Niches			
3. MAUSOLEA	Total Number	Number Sold	Unsold Inventory
Indoor Crypts (spaces)			
Outdoor Crypts (spaces)			
Niches			
1. COLUMBARIA	Total Number	Number Sold	Unsold Inventory
Niches			
2. COLUMBARIA	Total Number	Number Sold	Unsold Inventory
Niches			
3. COLUMBARIA	Total Number	Number Sold	Unsold Inventory
Niches			

Attach additional sheets if needed.



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INSTRUCTIONS FOR FILING CLAIM FOR PROPERTY TAX EXEMPTION UNDER THE CEMETERY EXEMPTION PROVISIONS

FILING OF CLAIM

Claims for the cemetery exemption must be signed and filed with the county Assessor.

An officer or duly authorized representative of the organization owning the property must sign the claim.

The Assessor will supply claim forms.

TIME FOR FILING

To receive the full exemption the claim must be filed 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. In no case, however, is the tax, penalty, and interest for a given year to exceed \$250.

PREPARATION OF CLAIM

All claimants must execute the claim and, except where an exemption is being claimed for inactive cemetery property, provide the property information requested in Section A. Only claimants organized for profit need complete Section B. **All questions must be answered**. If you do not answer all the questions, your claim may be denied. Leave no blanks; use "no," "none," or "not applicable" where needed.

If the entire property is not qualified, a partial exemption will be granted for any portion which satisfies the requirements.

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 2011 would enter "2011-2012" on line four of the claim; a "2010-2011" entry on a claim filed in February 2011 would signify that a late claim was being filed for the preceding fiscal year.

USE OF PROPERTY

Check the appropriate box to indicate whether or not the owner is organized or operates for profit. If organized as a nonprofit corporation, enter the date(s) of incorporation and any amendments to the articles of incorporation on line 6.

A nonprofit organization filing for the first time **must** attach a certified copy of the Articles of Incorporation or comparable instrument for unincorporated organizations, together with all amendments and revisions thereto. After the first filing, only subsequent amendments or revisions to the articles or comparable instrument need be submitted with each claim. Approval of your claim for cemetery exemption cannot be given if proper documentation is not on file in the Assessor's Office.

EXEMPTION

Check the appropriate box and enter the Assessor's parcel number or legal description when required. If necessary, use the back of the claim for lengthy legal descriptions or attach an additional sheet. **This completes the claim only for organizations claiming a total exemption of an inactive cemetery property,** in which no portion is being leased, rented, or held for sale by the claimant. Claims for all other properties must include Section A.

SECTION A: INFORMATION CONCERNING THE PROPERTY

Except as indicated in the preceding paragraph, Section A is to be completed by both profit-making and nonprofit cemetery organizations. A separate Section A must be completed and filed for each property for which total or partial exemption is sought. The information furnished must be restricted to the particular property. Give the exact name of the organization, address of the property, and the county of location.

The term *property* as used here means any operating unit of property consisting of one parcel or several contiguous parcels for which an exemption is sought even though there may be several improvements and separate buildings thereon. All personal property for which an exemption is sought should be listed. If more than one Section A is filed, each Section A should be numbered for convenient reference.

PROPERTY DESCRIPTION

List each parcel on which a portion of the operating cemetery is located. Enter the Assessor's parcel number(s) or legal description(s). Indicate the total area (in acres) of all parcels. Use additional sheets if necessary. If the owner has recorded a "Declaration of Intention" or "Declaration of Dedication" of the property for which the exemption is claimed, or if cemetery zoning or a special use permit was granted for the property, check the appropriate box(es) and enter the corresponding date(s) or recorder's reference(s). If dedication and zoning are not required, check the corresponding box and explain.

OWNER AND OPERATOR

Check the appropriate boxes to identify the owner and operator of the property and the classifications of property for which total or partial exemption is sought. If an organization or individual other than the claimant owns or operates the property, identify the organization or individual in the space provided.

LEASED OR RENTED TO OTHERS

If any portion of the property is rented, leased, or being used or operated by some other person or organization, copies of their leases or agreements must be submitted. If the leases or other agreements have been filed in prior years, it is only necessary to attach copies of subsequent extensions, modifications, and changes.

LAND USE

Designate the exact acreage for each use. Report one combined figure for all building sites other than mausolea and columbaria, which must be shown separately. Report appurtenant walkways, gardens, and parking lots separately. The total acreage includes both cemetery and noncemetery uses.



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BUILDINGS AND IMPROVEMENTS

List all buildings and other improvements on the land, such as mausolea, columbaria, chapels, corporation yard improvements, irrigation systems, mortuaries, and crematoria (do not include landscaping). List separately any improvements used partially for exempt purposes and partially for taxable purposes. Use additional sheets if necessary. Principal use column: List the principal use of each. Other use or uses column: List all other uses of specific buildings and improvements. Enter "none" if there is no other use.

PERSONAL PROPERTY

List all personal property for which an exemption is sought. Group items into broad categories such as cemetery maintenance tools and equipment, grave digging equipment, and office furniture. List separately any personal property used partially for exempt purposes and partially for taxable purposes. Principal use column: Indicate the principal use of the property (e.g., maintaining cemetery grounds). Other use or uses column: List any other uses (e.g., farming). Enter "none" if there is no other use. Leased personal property should be listed in the LEASED OR RENTED TO OTHERS section.

SECTION B: INVENTORY OF UNSOLD BURIAL SITES, CRYPTS, AND NICHES

Section B must be completed by all profit-making organizations (any claimant answering "yes" to question 5) seeking the cemetery exemption. List the owner's inventory of unsold burial sites, crypts, and niches as of 12:01 a.m., January 1. Include those acquired by the owner through trades or defaulted contracts as unsold.

DEVELOPED CEMETERY PLOTS, LAWN CRYPTS, AND LAWN NICHES

Report cemetery plots in terms of number of burial sites and crypts. Land developed as burial sites, which are either in use or being offered for both at-need and pre-need sales, is to be reported separately from land designated and offered only for pre-need sales. Show (1) the total number, (2) the number sold, and (3) the unsold inventory. Developed burial sites row: report "developed" plots located in operating units of the cemetery in which burial activity takes place. Offered for pre-need sales only row: Limit number to plots in operating units of the cemetery which remain undeveloped or in a semi-developed state and in which no burial activity takes place.

CRYPTS AND NICHES

Show (1) the total number of crypts or niches, (2) the number sold, and (3) the inventory on hand. Do not report preconstruction sales if construction had not commenced prior to the lien date.

ADDITIONAL INFORMATION

Upon request, the owner and the operator must furnish additional information to the Assessor. The Assessor may institute an audit or verification of the operations of the claimant.

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