



NYS DEPARTMENT OF TAXATION & FINANCE  
OFFICE OF REAL PROPERTY TAX SERVICES

RENEWAL APPLICATION FOR REAL PROPERTY TAX EXEMPTION  
FOR NONPROFIT ORGANIZATIONS  
II – PROPERTY USE

(See general information and instructions on back form)

- 1a. Name of organization \_\_\_\_\_
- b. Mailing address \_\_\_\_\_
- c. Employer ID no. \_\_\_\_\_
- d. Name of contact person \_\_\_\_\_
- e. Telephone no. of contact person  
Day ( ) \_\_\_\_\_ Evening ( ) \_\_\_\_\_
- f. E-mail address (optional) \_\_\_\_\_
- g. Property identification (see tax bill or assessment roll) Tax map number or section/block/lot  
\_\_\_\_\_

2. Have any of the following changes occurred since application for this property tax exemption was last filed? If any of the listed changes have occurred, please give a detailed explanation of each change on the back of this form, check the appropriate line below, and complete and sign the statement. If none of the changes has occurred, please check the appropriate line below and complete and sign the statement.

- a. A change has occurred in the ownership of all or part of the property.
- b. A change has occurred in the use or uses of the property by the owner.
- c. A change has occurred in that all or part of the property is now being offered for sale or lease.
- d. All or part of the property is occupied by an organization other than the owner: the user organization(s) make payments for use of the property, and a change has occurred in (1) the proportion of the property so occupied, (2) the terms of the occupancy, or (3) the payments made by the occupant(s).
- e. Physical changes in the property (such as construction, alterations, or demolition) have occurred.
- f. A change has occurred in the nature or schedule of planned construction of buildings or other improvements on an unimproved portion of the property.
- g. One of the organization's purposes is hospital, and a change has occurred in the amount of space or time that the property is used for the private practice of staff members or others rather than for the direct hospital related activities.

**STATEMENT OF CHANGE**  
I hereby certify that all of the changes, as listed above, that have occurred since application for exemption was last filed have been noted and the explanations of such charges are true and correct to the best of my knowledge and belief.

**STATEMENT OF NO CHANGE**  
I hereby certify that none of the changes listed above has occurred since application for exemption was last filed to the best of my knowledge and belief.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Title

**FOR ASSESSOR'S USE**

Assessing unit \_\_\_\_\_  
City/Town \_\_\_\_\_  
School District \_\_\_\_\_

County \_\_\_\_\_  
Village \_\_\_\_\_

**EXPLANATIONS OF CHANGES THAT HAVE OCCURRED**

(If more space is needed, attach additional sheets. Please give the organization’s name, its employer identification number and the parcel number on each attachment)

Change No. \_\_\_\_\_ Explanation \_\_\_\_\_

**GENERAL INFORMATION AND FILING REQUIREMENTS**

**1. Application**

For purposes of exemptions granted pursuant to section 420-b of the Real Property Tax Law, each year following the year in which exemption is granted on the basis of application forms RP-420-b-Org and RP-420-a/b-Use, a renewal application must be filed. One copy of RP-420-a/b-Rnw-I must be filed in each assessing unit; one copy of RP-420-a/b-Rnw-II must be filed in each assessing unit for each separately assessed parcel for which exemption renewal is sought. The assessor may request information in addition to the information contained in the application.

For purposes of exemptions granted pursuant to section 420-a of the Real Property Tax Law, the same forms may be used (except RP-420-a-Org replaces RP-420-b-Org). In the alternative, the owner may submit proof of continued exempt status to the assessor in whatever form is mutually acceptable.

**2. Place of filing application**

Application for exemption from city, town, or village taxes must be filed with the city, town, or village assessor. Application for exemption from county or school district taxes must be filed with the city or town assessor who prepares the assessment roll used in levying county or school taxes. In Nassau County, applications must be filed with the Nassau County Board of Assessors. In Tompkins County, applications must be filed with the Tompkins County Division of Assessment. **Do not file with the Office of Real Property Tax Services.**

**3. Time of filing application**

The application must be filed in the assessor’s office on or before the appropriate taxable status date. In towns preparing their assessment roll in accordance with the schedule provided by the Real Property Tax Law, the taxable status is March 1. In towns in Nassau County, the taxable status date is January 2. Westchester County towns have either a May 1 or June 1 taxable status date; contact the assessor. In villages and cities, the taxable status dates vary, and the appropriate assessor should be consulted for the correct date.

**SPACE BELOW FOR ASSESSOR’S USE**

\_\_\_\_\_  
Parcel identification no. (s)

\_\_\_\_\_  
Applicant organization                      Employer ID no.                      Date application filed

Application     Approved     Disapproved

Assessed Valuation    \$ \_\_\_\_\_ Taxable                      \$ \_\_\_\_\_ Exempt

Documentary evidence presented: \_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Assessing unit                      Assessor’s signature                      Date