



## **Class 4 Not for Profit Declaration Instructions**

### ***Definition***

All non-residential real estate owned and exclusively used by a not-for-profit corporation in the furtherance of the purposes set forth in its charter.

### ***Assessment Level***

20 percent of fair market value.

### ***Required Information and Documentation***

The following information must accompany all requests for Class 4 status:

1. Certified copy of the Articles of Incorporation of the not-for-profit corporation. A copy of the corporate charter and/or bylaws stating the not-for-profit purposes must be submitted if the Articles of Incorporation do not include this information.
2. A Not For Profit Declaration of Use containing a statement from an officer of the not-for-profit corporation or entity specifying the current use of the property and affirming that:
  - the subject property is owned by the not-for-profit corporation
  - the property is being used exclusively for not-for-profit purposes described in the corporation's by-laws. The actual use(s) must be specified. The statement of "consistent with its not-for-profit purposes" is insufficient.

The Declaration must include the dates of such not for profit use and ownership.

3. Copy of the deed or other evidence of title showing the not-for-profit corporation as the owner. If title is held in a land trust, the not-for-profit corporation must be the owner of the beneficial interest in the trust. Trust documents indicating such beneficial interest must be submitted.

Not-for-profit corporations may also choose to contest the Assessor's estimate of the subject property's market value. Please consult the Assessor's Class 5 Bulletin for information relevant to valuation appeals.

**If you need further assistance in filing a Class 4 status appeal, please contact our office at (312) 603-7550.**