



NYS BOARD OF REAL PROPERTY SERVICES
APPLICATION FOR PARTIAL TAX EXEMPTION FOR REAL PROPERTY OF MEMBERS OF THE CLERGY
(See general information and instructions on back of form)
DEADLINE FOR FILING IS NO LATER THAN MARCH 1ST, 2024.



1. Name of all owners and spouses:

Three horizontal lines for entering names of owners and spouses.

2. Mailing address of all owners & spouses:

Three horizontal lines for entering mailing addresses.

3. Telephone # of clergy:

Day: _____ Cell: _____ Email address: _____

4. Location of property:

Street address _____ City _____ State _____ Zip code _____

5. Suffolk County Tax Map # District/Section/Block/Lot: _____

6. Is the applicant an actual resident and inhabitant of the State of NY? Yes [] No []

7. Is applicant engaged in ministerial work assigned to him/her by the church or denomination of which applicant is a member, such work constituting applicant's principal occupation? Yes [] No []

If yes, indicate name of church or denomination: _____

If no, indicate alternative basis for exemption:

- [] Applicant is unable to perform his/her religious duties due to impaired health. (Attach documentation such as physician's statement).
[] Applicant is over seventy years of age. (Attach documentation such as birth or baptismal certificate if not previously submitted).
[] Applicant is surviving spouse of a member of the clergy who met the requirements of this statute at the time of his/her death, and applicant has not remarried.

Name of deceased spouse: _____

Name of deceased spouse's church or denomination: _____

8. Is the applicant occupied in secular employment? Yes [] No []

If yes, indicate amount of time devoted to: a. secular employment: _____ per _____
b. religious duties: _____ per _____

Description of secular duties: _____

9. Is applicant the owner of other real property in the State of New York which is exempt from taxation pursuant to this statute? Yes [] No []

a. If yes, indicate location of property: _____
Street address _____ City _____ State _____ Zip code _____

b. Amount of exemption on other property \$ _____

I, _____ hereby certify that the information on this application, and any accompanying papers constitute a true statement of fact.

(Signature of owner authorized representative)

Date

GENERAL INFORMATION AND FILING REQUIREMENTS

Filing Deadline: MAY BE FILED NOW, UP TO BUT NO LATER THAN MARCH 1st, 2024.

Applications Accepted: **In Person:** **Mail: Must be POSTMARKED no later than March 1st**
 Monday through Friday Assessor's Office/Clergy
 9:00 AM to 4:30 PM One Independence Hill
 Farmingville, NY 11738

Filing requirements: Section 460 of the Real Property Tax Law authorizes an exemption from real property taxation (but not special ad valorem levies or special assessments) to the extent of fifteen hundred dollars (\$1,500) applied against the assessed value of the property for real property owned by a member of the clergy or the unmarried surviving spouse of such member of the clergy meeting the statutory qualifications. The Assessor may request information in addition to the information contained in the application.

****** NOTARY SERVICES ARE AVAILABLE AT TOWN HALL ******

- First time filing for parcel:**
1. Photocopy of Recorded Deed.
 2. Photocopy of NY driver's license or NY driver's ID all owner's & spouses.
 3. Photocopy of education & ordination papers.
 4. Photocopy of transcripts & diploma from religious institution where educated or equivalent.
 5. Hand out at services or bulletins or website information.
 6. Photocopy of entire 2022 Federal Income Tax return with W-2's & 1099's.
 7. Letter of exemption request & duties of applicant on church stationery by a church leader in charge of the church other than the applicant or family member.
 8. Fill out and notarize attached affidavit for Clergy.

Filing application: Please answer **ALL** questions, sign, and **NOTARIZE** (first time filing) where indicated. Provide us with the **latest** contact information, phone number, cell number, email address, and mailing address.

We cannot accept emailed or faxed applications.

Mandatory Renewing: **The Clergy exemption must be renewed each year by March 1st.** Approved exemptions will automatically receive a renewal application for the following year. Please call our office if you do not receive your renewal by January 1st.

Do not file with the State Board of Real Property Tax Services.

Approval: If this exemption is approved, the savings will be applied to the **December 2024 tax bill.**

Denial: Notice of Denials will be mailed to applicants by May 1st.

For information or questions: Assessor's office Reception (631) 451-6300.

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REAL PROPERTY OF MEMBERS OF THE CLERGY**

To the Assessor of the Town of Brookhaven in Suffolk County, New York:

I, _____, residing at _____

_____, being duly sworn deposes and says:

1. I am the owner of the parcel with Suffolk County Tax Map #: _____

2. The total cost of said property was \$ _____ in 20____.

3. Resume of Theological education: (Show schools attended and degree received)

4. I am paid \$ _____ yearly for my pastoral services.

5. I am the recipient of a clergy exemption on a previously owned property at _____

The amount of the exemption is \$ _____.

Applicant signature

Notary Public or Commissioner of Deeds



Affix stamp here