



NYS BOARD OF REAL PROPERTY SERVICES
APPLICATION FOR EXEMPTION FROM REAL PROPERTY TAXES FOR PROPERTY USED AS RESIDENCE OF OFFICIATING CLERGY ("PARSONAGE" OR "MANSE")

(See general information and instructions on back of form)

DEADLINE FOR FILING IS NO LATER THAN MARCH 1ST, 2024.



1a. Name of religious corporation:

2. Mailing address of organization:

b. Name of officiating clergy:

c. Telephone # of clergy:

Day: Cell: Email address:

3. Location of property:

Street address City State Zip code

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

5. Is there any other property owned by this religious corporation which is used exclusively for religious purposes so as to entitle the other property to an exemption pursuant to section 420-a of the Real Property Tax Law? Yes No If yes, state location of other property or properties.

6. Has the officiating clergy of this religious corporation had formal training as a clergy? Yes No If yes, give full details.

7. Has the officiating clergy been formally ordained? Yes No If yes, state when, where and by whom such officiating clergy was ordained. If no, explain.

8a. Is any portion of the premises used for purposes other than as residence of the officiating clergy? Yes No

8b. If yes, are the premises, or any portion thereof, used for banquets, dances, meetings, weddings or other purposes? Yes No

If the answer to 8b, is yes, give full details including gross annual income realized from such renting or other use.

If the answer to 8a. is yes, and the answer to 8b. is no, state in detail other uses of this property other than for residence of officiating clergy.

VERIFICATION

State of New York

County of ss:

being duly sworn, says that he is the of the organization, that the statements contained in this application (including the attached sheets consisting of pages) are true, correct and complete, and that he makes this application for real property tax exemption as provided by law.

Signature of owner or authorized representative

Subscribed and sworn to before me this day of, 20

Commissioner of deeds or Notary Public

GENERAL INFORMATION AND FILING REQUIREMENTS

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

Applications Accepted: **In Person:** Monday through Friday
9:00 AM to 4:30 PM

Mail: Must be POSTMARKED no later than March 1st
Assessor's Office/Parsonage
One Independence Hill
Farmingville, NY 11738

Requirements: Section 462 of the Real Property Tax Law authorizes an exemption from real property taxation for property owned by a religious corporation while being used by the officiating clergy thereof for residential purposes.

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

Filing requirements: For the purposes of exemptions granted pursuant to section 462 of the Real Property Tax Law, must be filed annually for each separately assessed parcel for which an exemption is claimed. Applicants must also submit Form RP-420-a-Org. Where exemption is claimed in any one assessing unit for more than one parcel, the submission of one Form RP-420-a-Org is sufficient. Each year following the year in which exemption is first granted on the basis of this application, a renewal form RP-420-a/b-Rnw-I may be filed with this form in lieu of RP-420-a-Org. The Assessor may request information in addition to the information contained in the application.

First time filing for parcel:

1. Photocopy of Recorded Deed.
2. Photocopy of NY driver's license or NY driver's ID for officiating clergy residing in parsonage.
3. Photocopy of ordination papers for officiating clergy.
4. Transcripts & diploma from religious institution where educated or equivalent.

Filing application: Please answer **ALL** questions, sign, and **NOTARIZE** where indicated. Provide us with the **latest** contact information for officiating clergy phone number, cell number, email address, and mailing address of organization.

We cannot accept emailed or faxed applications.

Mandatory Renewing: **The Parsonage/Manse 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.