



FINANCE  
DEPARTMENT

## COUNTY OF PRINCE WILLIAM

4379 Ridgewood Center Drive, Suite #203. Prince William, Virginia 22192-5308  
Real Estate Assessments Office (703)792-7417. FAX: (703) 792-6775.  
[www.pwcgov.org/finance](http://www.pwcgov.org/finance)

### PROPERTY TAX EXEMPTION REQUEST

Virginia law authorizes tax exemption on real and personal property owned by churches or religious bodies and exclusively occupied or used for religious worship or for the residence of its minister and such additional adjacent land reasonably necessary for the exempt use. Property can be held by incorporated churches or by unincorporated churches or religious bodies in the name of a Court-appointed trustee, an elected or appointed bishop, minister or other ecclesiastical officer with proper authorization or a corporation created pursuant to §57-16.1 of the Virginia Code, as amended, to hold the property.

GENERAL INFORMATION	
Name and address of organization	
	Business phone
Mailing address, if different	
Contact person	Phone number
Contact email address	

PROPERTY INFORMATION	
State the organization's purpose, mission and primary goal	
Is the organization incorporated?	Yes <input type="checkbox"/> No <input type="checkbox"/>
If "No", what is the form of organization?	
Is any portion of the property rented or leased?	Yes <input type="checkbox"/> No <input type="checkbox"/>
If "Yes", attach a copy of all active rental and/or lease contracts for last year.	
Is any portion of the property used for non-exempt tax purposes?	Yes <input type="checkbox"/> No <input type="checkbox"/>
If "Yes", attach a detailed explanation.	

**In order for your application to be considered, please attach the following:**

- **A detailed chronological description of the organization's religious activities on this property.**
- **A copy of the application and supporting documents submitted by the organization to the Internal Revenue Service ("IRS") for §501(c) tax-exempt status, together with copies of all responses from the IRS.**

I, _____, on behalf of the above-named organization/applicant, hereby certify that I am authorized to sign and submit this application, and that the information and documents submitted herewith are true and correct to the best of my knowledge and belief.	
Signature	Date