



# Wesley Davis

## Indian River County Property Appraiser

### Documentation for DR-504 Ad Valorem Tax Exemption Application

Applications for a wholly/institutional exemption must be submitted by March 1 of the year for which you are applying. Failure to do so constitutes a waiver of the exemption. Please note you are required to also file a current Tangible Personal Property Tax Return. Contact our Tangible Department at (772) 226-1390.

The following are the required supporting documentation that must be submitted for each property classification:

#### **Non-Profit Organizations – (Religious, Charitable, Literary, Scientific)**

1. Copy of the Articles of Incorporation or by-laws
2. Copy of most recent financial statement
3. Copy of 501C(3) **or** Copy of Consumer Certificate of Exemption
4. Specific use of the property

#### **Educational Institutions**

1. Copy of Accreditations or Membership of the State Department of Education of Florida, Southern Association of Colleges and Secondary Schools or the Florida Council of Independent Schools **or** affidavit of eligibility for accreditation by any of above organizations
2. If the property is a Day Care, a gold seal certificate is required
3. If the property is a Charter School, a copy of the charter is required. If the property is leased, an affidavit or copy of the lease agreement from the owner is required. (DR-504CS enclosed)

#### **Hospitals, Special Care, CCRC, etc.**

1. Copy of Articles of Incorporate or by-laws
2. Copy of 501C(3) **or** Copy of Consumer Certificate of Exemption
3. Copy of license

**Please contact our office at (772) 226-1645 if you have any questions regarding your wholly / institutional application.**