



Town of West Hartford QUADRENNIAL FILING INSTRUCTIONS

Requirements for exemption from local property tax are to be in accordance with Connecticut General Statutes. Prior to acting on a request for exemption, the Board of Assessors requests that the following be provided for the review process:

1. A brief narrative addressed to the Board of Assessors that should acquaint the Board of Assessors with the organization and use intended for the property upon which exemption from local property tax is claimed.
2. The M-3 form must be completed and returned to the Assessors Office. Please remember to include Motor Vehicles on Line 14 of the return.
3. A copy of the applicants' certification from the Internal Revenue Service that the organization is exempt under the provisions of Section 501(c) or 501(d) of the Internal Revenue Code.
4. A copy of the certification of affiliation with their regional, national, or international organization.
5. A copy of the Articles of Incorporation of the organization.
6. A copy of the fee schedules, funding and revenue sources for your business/real estate.
7. A brief narrative addressed to the Board of Assessors explaining any change of or supplemental use of personal property and/or real estate for non-exempt purposes if any.

The Board of Assessors, or its staff, may request additional information and materials depending upon the nature of the exemption sought, and the applicant's activities. Property inspections may also be required, prior to final action by the Board of Assessors. Please contact the Assessors Office at (860) 561-7414 should you have any questions.

Town of West Hartford
Attn: Board of Assessors
50 South Main Street
Room 142
West Hartford, CT 06107