



# TOWN OF EXETER, NEW HAMPSHIRE

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[www.town.exeter.nh.us](http://www.town.exeter.nh.us)

## Re: Property Tax Exemption for Charitable Organizations

### Location:

To Whom it Concerns:

Pursuant to New Hampshire RSA 72:23-C, organizations claiming exemption as either religious, educational, or charitable **shall** complete and **file annually, on or before April 15th**, Form BTLA A-9 listing all real estate and personal property owned by them on which exemption from taxation is claimed.

**If your organization is claiming a charitable exemption, you are also required to complete and file Form BTLA A-12 before June 1st each calendar year** with “a statement of its financial condition for the preceding fiscal year” per RSA 72:23-VI.

Over time your organization's contact(s) may change. If an email address/contact is no longer valid, it is the organization's responsibility to notify the Assessing Department of the new email address/contact so that it can be changed, and notifications sent to the responsible party within your organization. **It is the responsibility of the organization to timely file this form. Any reminders are provided only as a courtesy. If for any reason this reminder is not received by an organization in any year, the form is still required to be filed timely.**

**Enclosed are Form BTLA A-9 and A-12.** Please fill out/print, then sign the form(s) and mail the original forms to this office. Copies are not acceptable. If a Form BTLA A-12 is required to be filed by your organization, please include the most recent financials, to include IRS Form 990. Please be sure to file forms for all Town of Exeter tax exempt organizations for which you are responsible. It is important that you take extra care in describing the primary and other uses and extent or duration of each use for both land and buildings. Regarding those areas of either the land or building(s) that are used by others or not used, it is important to be clear to the extent/duration of the use or non-use.

Feel free to use additional sheets of paper for your description if the back of form BTLA A-9 does not provide adequate space.

**Additionally, please send a copy of your governing/guiding documents. Those may be, but are not limited to By-laws, Articles of Agreement/Incorporation, Mission Statement, Constitution, and any amendments. If not previously provided.**

**Please note: Late filing, a refusal to complete the form or willful neglect of the form is cause for denial of the exemption.**

If you have any questions, please feel free to call me at number above or via e-mail: [smarsh@mrigov.com](mailto:smarsh@mrigov.com)

Thank you,

Scott P. Marsh, CNHA  
Municipal Resources  
Contracted Assessor's Agents