

# Addendum to PTAX-300-R

## Religious Property Tax Exemption

### Parsonage/Housing Facility

#### CHAMPAIGN COUNTY BOARD OF REVIEW

102 E. Main St. 2<sup>nd</sup> Floor

Urbana, Illinois 61801

(217) 384-3758

<https://www.champaigncountyil.gov/boardofreview>

#### Section 1: Property Identification

PIN: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ Applicant \_\_\_\_\_

The Illinois Property Tax Code provides for an exemption for religious housing in the following circumstances:

- The property is owned by a church, a religious institution, or a religious denomination; and
- The primary use of the property is housing for ministers (including bishops, district superintendents and similar church officials whose ministerial duties are not limited to a single congregation), who perform the duties of their vocation as ministers for the religious entity that owns the property.
- In order to qualify, the ministers must, as a condition of their employment or association with the church, a religious institution, or a religious denomination, reside in the religious housing facility. 35 ILCS 200/15-40(b).

#### Section 2: Property Use

A. Name of person(s) who currently lives in the property: \_\_\_\_\_  
(Family members of the person need not be named)

B. Date person(s) named in 2A began living in the property: \_\_\_\_\_

C. Is the person(s) named in 2A required, as a condition of employment or association with the owner of the property, to live in the property? Yes ☐ No ☐

If Yes, a copy of the agreement/contract/appointment establishing employment or association with the owner of the property must be attached to this addendum.

D. Does the person(s) named in 2A have any ownership interest in the property? Yes ☐ No ☐

If Yes, a copy of the document establishing the ownership interest (e.g., articles of agreement for deed) must be attached to this addendum.

E. Does the person(s) named in 2A pay any rent to reside in the property? Yes ☐ No ☐

If Yes, a copy of the rental agreement must be attached to this addendum.

F. What is the address of the church(es) or religious institution(s) served (use additional pages if necessary)?

G. Are there any duties which require the person(s) named in 2A to live in proximity to the church, and how frequently are those duties performed (use additional pages if necessary)?

H. Are there any religious or administrative duties performed in the property, and how frequently are those duties performed (use additional pages if necessary)?

#### Section 3: Oath/Affirmation

I, \_\_\_\_\_ (Print Name & Title),  
under penalty of perjury, do hereby swear (or affirm) that the information provided on this addendum to Form PTAX-300-R are true, correct, and complete to the best of my knowledge and belief.

Signature

Date