Application for Primarily Charitable Organization Property Tax Exemption / 501(c)(2) Property Tax Exemptions

Appraisal District's Name	Phone (area code and number)
Address, City, State, ZIP Code	

GENERAL INSTRUCTIONS: This application is for use in claiming a property tax exemption for property owned by a charitable organization pursuant to Tax Code Section 11.184. The application applies to property owned on Jan. 1 of this year. In order to claim this exemption, an organization must receive a determination letter from the Comptroller's office stating that it is either: 1) engaged primarily in charitable functions as defined under Tax Code Section 11.184, or 2) a 501(c)(2) corporation that holds title for a qualified charitable organization, as defined under Tax Code Section 11.184.

FILING INSTRUCTIONS: You must furnish all information and documentation required by this application so that the chief appraiser is able to determine whether the statutory qualifications for the exemption have been met. This document and all supporting documentation must be filed with the appraisal district office in each county in which the property is located. Do <u>not</u> file this document with the Texas Comptroller of Public Accounts. A directory with contact information for appraisal district offices may be found on the Comptroller's website.

APPLICATION DEADLINES: You must file the completed application with all required documentation beginning Jan. 1 and no later than April 30 of the year for which you are requesting an exemption.

DUTY TO NOTIFY: If the chief appraiser grants the exemption, you do not need to reapply annually. You must notify the chief appraiser in writing if and when your right to this exemption ends.

ADDITIONAL APPLICATION REQUIRED: To continue to receive an exemption after the fifth year, the organization must obtain a new determination letter and reapply for the exemption.

OTHER IMPORTANT INFORMATION

Pursuant to Tax Code Section 11.45, after considering this application and all relevant information, the chief appraiser may request additional information from you. You must provide the additional information within 30 days of the request or the application is denied. For good cause shown, the chief appraiser may extend the deadline for furnishing the additional information by written order for a single period not to exceed 15 days.

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State the Year for Which You are Applying		
Tax Year		
STEP 1: Organization Information		
Name of Organization		
Mailing Address		
City, State, ZIP Code		Phone (area code and number)
Organization is a (check one):		
Partnership Corporation Other (special	ify):	
STEP 2: Applicant Information		
Name of Person Preparing this Application	Title	Driver's License, Personal I.D. Certificate or Social Security Number*
If this application is for property owned by a charitable organe that number may be provided in lieu of a driver's license nur or social security number:	mber, personal identification of	certificate number

* Pursuant to Tax Code Section 11.48(a), a driver's license, personal I.D. certificate or social security number provided in an application for an exemption filed with a chief appraiser is confidential and not open to public inspection. The information may not be disclosed to anyone other than an employee of the appraisal office who appraises property, except as authorized by Tax Code Section 11.48(b).

STEP 3: Property Information

- Attach one Schedule A form for **each** parcel of real property to be exempt.
- Attach one Schedule B form listing all personal property to be exempt.

STEP 4: Comptroller's Determination	
Attach a copy of the charitable organization's Comptroller property tax determination letter.	
Have you received a Comptroller property tax determination letter that states whether the organization is in performing charitable functions as defined in Tax Code Section 11.184	
In what tax year did you apply for the Comptroller's determination?	
2. Have you received a Comptroller property tax determination letter that states whether the organization is organization that holds title to property for a qualified charitable organization as defined under Tax Code	
In what tax year did you apply for the Comptroller's determination?	
STEP 5: Certification and Signature	
NOTICE REGARDING PENALTIES FOR MAKING OR FILING AN APPLICATION CONTAINING A FALSE on this form, you could be found guilty of a Class A misdemeanor or a state jail felony under Penal	•
" ,	, swear or affirm the following:
Printed Name of Property Owner or Authorized Representative	
(1) that each fact contained in this application is true and correct;	
(2) that the property described in this application meets the qualifications under Texas law for the exemption	n claimed; and
(3) that I have read and understand the Notice Regarding Penalties for Making or Filing an Application Co.	ntaining a False Statement."
sign here	
Signature of Property Owner or Authorized Representative Da	ate .

Schedule A: Description of Real Property

Complete one Schedule A form for **each** parcel of real property to be exempt. List only property owned by the organization. Attach all completed schedules to the application for exemption.

Name of Property Owner						
Address, City, State, ZIP Code						
Legal Description (if known)			Appraisal District	Appraisal District Account Number (if known)		
Describe the Primary Use of This Proper	ty					
1. Is the property currently under ac		ation?	?		Yes	No
If yes, answer the following quest						
If under construction, when wil			dana (Chaola all that a	-		
	check which activity the organization	nas				
Architectural work	Soil testing	Ш	Site improvement worl	K		
Engineering work	Land clearing activities		Environmental or land	use study		
2. Is the incomplete improvement de	esigned and intended to be used ex	clusiv	ely by the qualified cha	ritable organization?	Yes	No
3. Does any portion of this property	produce income?				Yes	No
If yes, attach a statement describ	ing use of the revenue.					
4. Is the land on which the incomple	ete improvement is located reasona ion?				Vac	No
in the operations of the organizat	1011?				· · · Yes	No
List all other individuals a	nd organizations that used this p	rope	rty in the past year an	d provide the following in	formation for ea	ch.
Na	me		Dates Used	Activity	Rent Paid, I	f Any

For more information, visit our website: comptroller.texas.gov/taxes/property-tax

Continue on additional sheets as needed.

Schedule B: Description of Personal Property

Complete one Schedule B form for **all** personal property to be exempt. List only property owned by the organization. Continue on additional pages if necessary. Attach completed schedule to the application for exemption.

Name of Property Owner	
s this property reasonably necessary for operation of the organization?	Yes No
ltem	Location