Application for Charitable Organizations Improving Property for Low-Income Housing Property Tax Exemption

Appraisal District's Name		Phone (area code and number)		
Address	City	State	Zip Code	
GENERAL INSTRUCTIONS: This application is for use personal property owned by a charitable organization enapplication applies to property owned on Jan. 1 of this y	ngaged in the building, repair and sale o			
FILING INSTRUCTIONS: You must furnish all information whether the statutory qualifications for the exemption had district office in each county in which the property is loc contact information for appraisal district offices may be	ave been met. This document and all supated. Do <u>not</u> file this document with the	pporting documentation must b	e filed with the appraisal	
APPLICATION DEADLINES: You must file the complete year for which you are requesting an exemption. If you apply for the exemption no later than the 30th day after	acquire property that qualifies for an exer	0 0	•	
ANNUAL APPLICATION REQUIRED: You must reapply applies only to the portion of the year in which the prop		appraiser grants the exemption	n, the exemption for that year	
	OTHER IMPORTANT INFORMATION	N		
Pursuant to Tax Code Section 11.45, after considering the from you. You must provide the additional information with may extend the deadline for furnishing the additional information.	ithin 30 days of the request or the applic	ation is denied. For good caus		
Tax Year STEP 1: Organization Information				
Name of Organization		Phone (area code	Phone (area code and number)	
Address	City	State	Zip Code	
Organization is a (check one): Partnership Corporation Other	(specify):			
STEP 2: Applicant Information				
Name of Person Preparing this Application	Title	Driver's License or Social Secur	e, Personal I.D. Certificate ity Number*	
If this application is for property owned by a charitable of that number may be provided in lieu of a driver's license number or social security number:	e number, personal identification certifica			

* 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).

Texas Comptroller of Public Accounts

STEP 3: Property Information

- · Attach one Schedule A form for each parcel of real property (improved and unimproved) to be exempt.
- Attach one Schedule B form for each building to be exempt.
- Attach one Schedule C form listing all personal property to be exempt.

S	TEP 4: Questions About the Organization		
1.	Is the organization organized as a nonprofit corporation as defined by the Texas Non-Profit Corporation Act (art. 1396-1.01 VACS et. seq.)?	Yes	No
2.	Is the organization engaged primarily in public charitable functions?	Yes	No
	If yes, attach a narrative statement describing the organization's activities. The statement should be thorough, accurate and include date-specific references to the tax year for which the exemption is sought. You may attach representative copies of newsletters, brochures or similar supporting documents.		
3.	Is the organization organized exclusively to perform religious, charitable, scientific, literary or educational purposes?	Yes	No
	If yes, attach copies of organizational documents supporting your answer.		
4.	Does the organization own the property for the purpose of building or repairing housing on it primarily with the use of volunteer labor, and to sell without profit to an individual or family satisfying the organization's low-income and other eligibility requirements?	Yes	No No
5.	Does the organization engage exclusively in the building, repair and sale of housing as described above and related activities?	Yes	No
6.	Does the organization perform or does its charter permit it to perform any functions other than those described in question 2?.	Yes	No
	If yes, attach a statement describing the other functions in detail.		
7.	Does the organization operate in such a manner that does not result in the accrual of distributable profits, the distribution of profits or the realization of any other form of private gain?	Yes	No
S	TEP 5: Questions About the Organization's Bylaws or Charter		
Att	tach a copy of the charter, bylaws or other documents adopted by the organization that govern its affairs.		
1.	Do these documents pledge the organization's assets for use in performing the organization's charitable functions?	Yes	No
	If yes, provide the page and paragraph numbers. Page Paragraph		
2.	Do these documents direct that on the discontinuance of the organization the organization's assets are to be transferred to the State of Texas, the United States or an educational, religious, charitable or other similar organization that is qualified for exemption under Internal Revenue Code Section 501(c)(3), as amended?	Yes	No
	If yes, provide the page and paragraph numbers. Page Paragraph		
3.	If no, do these documents direct that on discontinuance of the organization, the organization's assets are to be transferred to its members who have promised in their membership application to immediately transfer them to the State of Texas or to an educational, religious, charitable or other similar organization that is qualified for exemption under Internal Revenue Code Section 501(c)(3), as amended?	Yes	No
	If yes, provide the page and paragraph numbers. Page Paragraph		
	If yes, was this two-step transfer required for the organization to qualify for exemption under Internal Revenue Code Section 501(c)(3), as amended?	Yes	No
S	TEP 6: Certification and Signature		
11. kn	r signing this application, you designate the property described in the attached Schedules A, B and C as the property against which 181 exemption may be claimed in this appraisal district. You certify that the information provided in this application is true and correct owledge and belief.		
h	Print Name Title		
	ign ⊾		
n	Authorized Signature Date		
lf y	you make a false statement on this application, you could be found guilty of a Class A misdemeanor or a state jail felony u	nder Penal	Code

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

Section 37.10.

Schedule A: Description of Real Property

Complete one Schedule A form for each parcel of improved and unimproved 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 of Property (if known) Appraisal District Account Number (if known) Describe the Primary Use of the Property Is this property reasonably necessary for operation of the organization? No Date of Acquisition of the Property List all other individuals and organizations that used this property in the past year and provide the following information for each.

Schedule B: Description of Buildings Used for Administration of Organization

Complete one Schedule B form for **each** building qualified for exemption. 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					
egal Description of Property (if known)			Appraisal District Account Number (if known)		
Describe the Primary Use of This Property	unization?		VGo No		
this property reasonably necessary for operation of the organization?					
NAME	DATES USED	ACTIVITY	RENT PAID, IF ANY		

Schedule C: Description of Personal Property

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

Name of Property Owner Is this property reasonably necessary for operation of the organization?					
ITEM	LOCATION				