

# Request for Separate Taxation for Cooperative Housing Corporation

YEAR \_\_\_\_\_

Appraisal District Name \_\_\_\_\_

Address \_\_\_\_\_

Phone (area code and number) \_\_\_\_\_

**FOR APPRAISAL DISTRICT USE ONLY**

Legal Description: \_\_\_\_\_

Parcel Number: \_\_\_\_\_

This request covers property owned by the cooperative housing corporation on Jan. 1 of this year. You must file this completed form between Jan. 1 and March 1 of this year. Be sure to attach any documents requested. If the chief appraiser grants the separate appraisal, you do not need to reapply annually, but you must provide the chief appraiser with an updated list of stockholders, their interest and residency upon request. Return this completed form to the address above, with a payment of \$ \_\_\_\_\_ for this separate appraisal.

**STEP 1: Name, Address and Agent of Corporation**

Corporation Name \_\_\_\_\_

Current Mailing Address (number and street) \_\_\_\_\_

City, Town or Post Office, State, ZIP Code \_\_\_\_\_

Phone (area code and number) \_\_\_\_\_

Authorized Agent \_\_\_\_\_

Current Mailing Address (number and street) \_\_\_\_\_

City, Town or Post Office, State, ZIP Code \_\_\_\_\_

Cooperative housing corporation?  Yes  No

**STEP 2: Describe the Property**

Legal Description \_\_\_\_\_

Street Address \_\_\_\_\_

**STEP 3: Documents**

- File the following documents with this completed form:
- a. a list of names, addresses and proportionate interests of all stockholders in this property, indicating each stockholder that resides at this property;
  - b. a resolution from the corporation's board of directors certifying that the stockholders approved this request for separate appraisal;
  - c. a diagrammatic floor plan of the improvements on this property; and
  - d. a survey plat map of the land showing location of the improvements.

**STEP 4: Sign and Date the Application**

**sign here** ➔

Signature \_\_\_\_\_

Date \_\_\_\_\_

Name \_\_\_\_\_

Title \_\_\_\_\_

Corporation \_\_\_\_\_

**If you make a false statement on this form, you could be found guilty of a Class A misdemeanor or a state jail felony under Penal Code Section 37.10.**