

Harris County Appraisal District
 Exemption Center
 13013 Northwest Fwy.
 P. O. Box 922012
 Houston, TX 77292-2012
 (713) 957-7800
Form 11.20 (01/2012)



Application for Religious Organization Property Tax Exemption for _____ Year

This application covers property you owned on January 1 of this year, or acquired during this year. You must file the completed application with all required documentation between January 1 and no later than April 30 of the year for which you are requesting an exemption. If you acquire the property after January 1 of this year and wish to qualify for the exemption this year, you must apply before the first anniversary of the date you acquired the property, or before the first anniversary of the date any property was acquired after January 1. If the chief appraiser grants the exemption, you do not need to reapply annually, but you must reapply if the chief appraiser requires you to do so, or if you want the exemption to apply to property not listed in this application. You must notify the chief appraiser in writing if and when your right to this exemption ends. **If you filled out this form online, you must print it, sign it, and mail it to the address above.**

Pursuant to Tax Code §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

Step 1. Name and Address of Organization

Name of Organization _____

Present Mailing Address (*number and street*) _____

City, Town or Post Office, State, ZIP Code _____

Phone (*area code and number*) _____

Name of Person Preparing this Application _____

Driver's License, Personal I. D. Certificate,
or Social Security Number*

Title _____

If this application is for an exemption from ad valorem taxation of property owned by a charitable organization with a federal tax identification number, that number may be provided here in lieu of a driver's license number, personal identification certificate number, or social security number: _____
 * Unless the applicant is a charitable organization with a federal tax identification number, the applicant's driver's license number, personal identification certificate number, or social security account number is required. Pursuant to Tax Code Section 11.48(a), a driver's license number, personal identification certificate number, or social security account 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). If the applicant is a charitable organization with a federal tax identification number, the applicant may provide the organization's federal tax identification number in lieu of a driver's license number, personal identification certificate number, or social security account number.

Step 2. Answer These Questions About the Organization

1. Operator of Organization (*check appropriate box*) Individual Corporation Association

2. Is the organization organized and operated primarily for the purpose of engaging in religious worship or promoting the spiritual development or well-being of individuals? 2. Yes No

3. Does the organization operate in such a manner that does not result in the accrual of distributable profits, the distribution or profits, or the realization of any other form of private gain? 3. Yes No

4. Does the organization use its assets in performing its religious functions or the religious functions of another religious organization? 4. Yes No

5. Does the organization's charter bylaws, or other regulation adopted by the organization 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 to an educational, religious, charitable, or other similar organization that is qualified for exemption under Section 501(c)(3), Internal Revenue Code, as amended? 5. Yes No

If "YES", give the page and paragraph numbers. Page _____ Paragraph _____

Please attach a copy of the charter, bylaws, or other documents adopted by the organization which govern its affairs.

Step 3. Describe your property

PROPERTY TO BE EXEMPT:


- . Attach one schedule AR (REAL PROPERTY) form for **EACH** parcel of real property to be exempt.
- . Attach one schedule BR (PERSONAL PROPERTY) form listing **ALL** personal property to be exempt.
- . List only property owned by the organization.

The property Tax Assistance Division at the Texas Comptroller of Public Accounts provides property tax information and resources for taxpayers, local taxing entities, appraisal districts and appraisal review boards.

For more information, visit our Web site: www.window.state.tx.us/taxinfo/proptax

Step 4. Sign the application

- By signing this application, you designate the property described in the attached Schedules AR and BR as the property against which the exemption for religious organizations may be claimed in the appraisal district.
- You certify that this information is true and correct to the best of your knowledge and belief.

On behalf of <i>(name of organization)</i>	Date
Authorized Signature sign  here	Title
Printed signature	

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

You are required to give this information on this form, in order to perform tax related functions for this office. Section 11.43 of the Tax Code authorizes this office to request this information to determine tax compliance. The chief appraiser is required to keep this information confidential and not open to public inspection, except to appraisal office employees who appraise property and as authorized by Section 11.48(b), Tax Code.

Schedule AR: Real property used as actual place of religious worship, clergy residence, or endowment fund property.

Tax Year _____

HCAD Account Number _____

• **Complete one Schedule AR form for EACH parcel of real property to be exempted.**

Name of Property Owner _____

Legal Description of Property [also attach copy of deed(s)] _____

Describe the primary use of this property _____

Street Address of Property _____

Type of Property

Actual Place of Religious Worship

1. Is the building currently under construction or physical preparation? 1. Yes No

a. If under construction, when will construction be completed? (date) _____ **

b. If under physical preparation, check which activity the organization has done.

(Check all that apply).

Architectural Work

Land Clearing Activities

Engineering Work

Site Improvement Work

Soil Testing

Environmental or Land Use Study

(Please attach supporting documentation)

2. Is the property primarily used for religious worship? 2. Yes No

3. Are worship services regularly held at the property? 3. Yes No

4. Does any portion of this property produce income? 4. Yes No

a. If "Yes," attach a statement describing use of the revenue.

5. Is the property reasonably necessary for religious worship? 5. Yes No

Clergy Residence

1. Is the property used exclusively as a residence? 1. Yes No

2. Is the property occupied exclusively by persons whose principal occupation is to serve in the organization's clergy? 2. Yes No

3. Does any portion of this property produce income? 3. Yes No

a. How much land is used for the residence? _____

4. Is all of the property reasonably necessary for use as a residence? 4. Yes No

Foreclosure Sale Property Held by Endowment Fund

1. Was the property acquired by foreclosure to protect a bond or mortgage held by the endowment fund and used exclusively for support of the organization? 1. Yes No

a. If "Yes," what was the date of the foreclosure sale? _____

Property leased by a school qualified under Tax Code Section 11.21.

Land owned for the purpose of expansion of regular religious worship or construction of a new place of regular worship.

1. Complete Schedule LR.

Schedule LR: Land owned for the purpose of expansion of regular religious workshop or construction of a new place of regular worship.

Tax Year _____

HCAD Account Number _____

• **Complete one Schedule LR form for EACH parcel of land to be exempted.**

1. Name of property owner _____

2. Legal description of property _____

3. Tract size or acreage amount _____


Tax Code Section 11.20(a)(6) provides that land owned by the religious organization for the purpose of expansion of a place of regular religious worship or construction of a new place of regular religious worship may be exempt. Subsection (j) provides that a tract of land contiguous to the tract of land on which the religious organization's place of regular religious worship is located may be exempt for no more than six years. A tract of land not contiguous to the tract of land on which the religious organization's place of regular religious worship is located may be exempt for no more than three years. A tract is contiguous with another tract of land if the tracts are divided only by a road, railroad track, river, or stream.

Statement of Expansion or Construction:

The above described land owned by this religious organization will be used for the purpose of expanding the current regular religious worship or for the construction of a new place of regular religious worship. The land does not produce revenue for this place of religious organization.

I certify that this statement is true and correct to the best of my knowledge and belief.

Authorized Signature

sign  here

Name of Authorized Officer _____

Date of statement _____

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