

Harris County Appraisal District
 Productivity Valuation Section
 P. O. Box 922005
 Houston, TX 77292-2005
 (713) 812-5880
Form 23.18NV (7/00)

Homeowner's Organization Nominal Valuation Worksheet for _____ year

HCAD Account Number

The Texas Tax Code provides that property owned by a qualified homeowner's organization must be appraised on the basis of a nominal value to avoid double taxation with property enhanced by the owner's right to use the organization's property as a member. To qualify the organization must have owned the land on January 1 for the tax year in question.
IMPORTANT: Once you have filled out the online form, you must print it, sign it and mail or deliver the form to the address above. Be sure to attach all relevant documents to be considered.

Part I - Organization and Property Identification

Organization's Name	Daytime Telephone Number (area code and number)
Contact Person & Telephone Number (area code and number)	Agent's Name and Code, (if any)
Mailing Address	City, State, ZIP + 4
Property Location	Legal Description of Property

Part II - Information

A. Describe Property and Usage

B. **Qualifications** - Indicate by marking the appropriate box if the following characteristic(s) applies.

- | YES | NO | |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | 1. Non-profit organization (attach proof of non-profit status). |
| <input type="checkbox"/> | <input type="checkbox"/> | 2. Engages in residential real estate management. |
| <input type="checkbox"/> | <input type="checkbox"/> | 3. Acquires, constructs, manages, maintains, and cares for property held for the benefit and enjoyment of all members. |
| <input type="checkbox"/> | <input type="checkbox"/> | 4. Each member owns a non-revocable right to use and enjoy all property equally, even where the right is subject to a restriction or regulation imposed by the organization. |
| <input type="checkbox"/> | <input type="checkbox"/> | 5. Earnings do not benefit any member or individual other than for the purpose of acquiring, constructing, maintaining, or managing the property or by rebate of excess dues, fees, or assessments. |
| <input type="checkbox"/> | <input type="checkbox"/> | 6. 90% or more of expenditures are made to acquire, construct, manage, maintain, and care for the property. |
| <input type="checkbox"/> | <input type="checkbox"/> | 7. Recognized as Homeowner's Association for purposes of federal taxation (attach IRS status letter). |

Comments - For any item marked "NO" you are asked to provide further explanation. _____

C. **Qualifying Income** - Complete the following calculation to determine if the organization's income meets the statutory requirement of supporting income.*

Step 1: What was the organization's gross income in its most recently completed fiscal year? _____.

Step 2: How much income is derived from membership dues, fees, or assessments from owners of residences or residential lots subject to the jurisdiction and assessment of the organization? _____.

Step 3: Divide Step 1 by Step 2 (Step 1 / Step 2) = _____.
 This is the organization's qualifying income ratio.

* (The Texas Tax Code requires that 60% or more of gross income must come from membership dues, fees, or assessments from residential owners within the area controlled by the organization.)

D. **Documentation** - Attach all relevant documentation, especially the organization's articles of incorporation, declarations, and current bylaws.

Has supporting documentation been attached? YES NO

Part III - Property Owner / Representative Signature

I affirm under penalty of law that the information stated in this document and all attachments are true and correct.

Signature	Title
Name Printed	Date