

Harris County Appraisal District Check List for Organization Exemptions

The items listed below are the basic items needed to process most applications for total exemption for groups or organizations.

- Attach complete copies of the organization's articles of incorporation and bylaws. (Attach bylaws or other governing documents if the organization is not a corporation.)
- Attach a Schedule A (or Schedule AR), Description of Real Property, for each parcel requested to be exempt.
- Attach a Schedule B (or Schedule BR), Description of Personal Property, for all personal property requested to be exempt.
- Attach a copy of the warranty deed(s) that give the organization ownership of the property.
- If applying for a project that is under "active construction", attach documentation showing that site work, architectural work, soil studies, or other preparation has begun, along with a timetable for completion.
- If applying under Sec. 11.18 (Charitable Organization), the organization must perform at least one of the activities listed under Step 2, number 4. Be sure to check the appropriate box(es).

Please visit www.hcad.org, click Forms, and see Charitable, Non-profit, Schools & Miscellaneous forms to find the suitable application for your organization.

Please note: you must apply using the application form appropriate to your organization's primary function. If HCAD requires additional documentation you will be notified by mail. Please ensure that a correct mailing address is submitted on the application.