Harris County Appraisal District
Exemption Center
13013 Northwest Fwy.
P. O. Box 922012
Houston, TX. 77292-2012
(713) 957-7800
FORM 11.184 (01/2012)

Application for Primarily Charitable Organization Property Tax Exemption _____ Year

In order to claim this property tax exemption, an organization must receive a determination from the State Comptroller, stating that it is either 1) engaged primarily in charitable functions as defined under §11.184 of the Tax Code, or 2) a 501(c)(2) corporation that holds title for a quali¬fied charitable organization, as defined under §11.184 of the Tax Code. You must furnish all information and documentation required by the application. 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. To continue to receive an exemption after the fifth year, the organization must obtain a new determination letter and re-apply for the exemption. 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; Identify Person Preparing Application

Name of Organization

Current 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 certifcate 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. List Taxing Units That Have Granted an Exemption on the Property

1. List the taxing units where the property is located that have granted the exemption:

Step 3. Comptroller's Determination (Attach copy of determination letter.)

2. Have you received from the Comptroller a determination of whether the organization is engaged primarily in performing charitable functions?..... 2. Yes ☐ No ☐

3. In what tax year did you apply for the Comptroller's determination? _____ **
** An exemption expires at the end of the fifth tax year after the exemption is granted. To continue to receive an exemption after the fifth year, the organization must obtain a new determination letter and reapply for the exemption.

If "YES" was checked, attach a copy of the charitable organization's Comptroller property tax determination letter, and skip to Step #5.

OR

Have you received from the Comptroller, a property tax determination letter that states whether the organization is a 501(c)(2) organization that holds title to property for a qualified charitable organization as defined under Section 11.184 of the Property Tax Code?
In what tax year did you apply for the Comptroller's determination?
If "YES" was checked, attach a copy of the comptroller property tax determination letter for the 501(c)(2) organization, and continue with Step #5.
If "NO" was checked on both of the above questions in Step #4, STOP, A property tax determinaatiobn letter must be issued to the organization before submitting this application to the local tax appraiser. Contact the Comptroller's office to obtain information about applying for the property tax determination letter.

Step 4. Describe Your Property

Property To Be Exempt:

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

Step 5. Sign the Application

- **By signing this application, you designate the property described in the attached Schedules A and B as the property against which the exemption 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 *(name of organization)*	Date
Authorized Signature sign here	Title

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.

Schedule A: Description of Real Property

- Complete one Schedule A form for **EACH** parcel qualified for exemption.
- Attach all completed schedules to your application for exemption.

Tax Year _____

HCAD Account Number _____

Name of Organization

Legal Description of Property

1. Is the property currently under active 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

2. Is the incomplete improvement designed and intended to be used exclusively by the qualified charitable organization? 2. Yes ☐ No ☐

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

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

3. Is the land on which the incomplete improvement is located reasonably necessary for the use of the improvement in the operations of the association/organization? ..... 3. Yes ☐ No ☐

4. List all other individuals and organizations that used this property in the past year, and give the requested information for each.

a. Name	b. Dates Used	c. Activity	d. Rent Paid, If Any

Schedule B: Description of Tangible Personal Property

- List all tangible property to be exempt on this schedule.
- Attach all completed schedules to your application for exemption.

Tax Year _____

HCAD Account Number _____

Name of Organization

1. Is this property reasonably necessary for operation of the associaton / organization? ..... 1. Yes ☐ No ☐

a. Name	b. Location