

Harris County Appraisal District  
 13013 Northwest Fwy.  
 P. O. Box 922012  
 Houston, TX 77292-2012  
 (713) 957-7800  
**Form 11.231** (12/2019)



**Application for Nonprofit Community Business Organization**  
**Providing Economic Development Services to**  
**Local Community Property Tax Exemption for \_\_\_\_\_**  
 Year

**GENERAL INSTRUCTIONS:** This application is for use in claiming property tax exemptions pursuant to Tax Code §11.231. This application covers property you owned on January 1.

**APPLICATION DEADLINES:** 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 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. Return the completed form to the address above.

**OTHER IMPORTANT INFORMATION**

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. Provide Name and Mailing Address of Organization and Identity of Person Preparing Application**

Name of Organization

Mailing Address

City, State, ZIP Code

Phone (area code and number)

Property Owner is a (check one):  partnership  corporation  other (specify):

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. List Taxing Units in Which the Property is Located**

List the taxing units in which the property is located:

# Application for Nonprofit Community Business Organization Providing Economic Development Services to Local Community Property Tax Exemption

## Step 3. Answer Questions to Determine if your Organization Qualifies for the Exemption

If you cannot answer "yes" to each of the following questions, your organization does not qualify for the exemption.

- Has your organization been in existence for at least the preceding five years? ..... Yes  No
- Is your organization a nonprofit corporation organized under the Texas Non-Profit Corporation Act (Artical 1396-1.01 et seq., Vernon's Texas Civil Statues) or a nonprofit corporation formed under the Texas Nonprofit Corporation Law, as described by Section 1.008, Business Organizations Code? ..... Yes  No
- Is your organization a nonprofit organization described by Section 501 (c)(6), Internal Revenus Code of 1986? ..... Yes  No
- Is your organization **not** a statewide organization? ..... Yes  No
- Has your organization maintained a dues-paying membership of at least 50 members for at least the preceding three years? ..... Yes  No
- Is your organization's board of directors elected by the members? ..... Yes  No
- Does your organization **not** compensate members of the board of directors for service on the board? ..... Yes  No
- Is your organization engaged primarily in performing one or more of the following functions in the local community:  
 (1) promoting the common economic interests of commercial enterprises;  
 (2) improving the business conditions of one or more types of business; or  
 (3) otherwise providing services to aid in economic development? ..... Yes  No
- Is your organization primarily supported by membership dues and other income from activities substantially related to its primary functions? .... Yes  No
- Is it true that your organization is not, has not formed, and does not financially support a political committee as defined by Section 251.001, Election Code? ..... Yes  No

### Questions about the building and tangible personal property for which your organization is requesting an exemption.

- Does your organization own the property for which you are seeking an exemption? ..... Yes  No
- Other than use that is incidental to the use by your organization and limited to activities that benefit the beneficiaries of your organization, is the property used exclusively by your organization to perform its primary function? ..... Yes  No

## 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. Attach Evidence

Submit the following non-inclusive list of documents with your claim for exempt status: (1) the association's bylaws, charter, and other organizational documents; (2) documentation proving that the association meets the requirements of the Texas Nonprofit Corporation Act, Section 1.008 of the Business Organizations Code, and Section 501 (c)(6), of the Internal Revenue Code; and (3) documentation to support that the organization complies with Tax Code Section 11.231(a)(4)(B), (D).

## Step 6. Read, Sign and Date

- By signing this application, you designate the property described in the attached Schedules A and B as the property against which your organization may claim an exemption in this appraisal district.
- By signing this application, you certify that the information provided in this application is true and correct to the best of your knowledge and belief.

On Behalf of ( <i>name of organization</i> )	Date
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 Section 37.10, Penal Code.



