



## Supplemental Application for Charitable Organizations Improving Property for Low-Income Housing Property Tax Exemption for \_\_\_\_\_ Year

INSTRUCTIONS: If you previously filed a valid Application for Charitable Organizations Improving Property for Low-Income Housing Property Tax Exemption, you must file this application when you acquire additional improved and unimproved real property at any time during the year. You must file the completed application not later than the 30<sup>th</sup> day after the date you acquire the property. The exemption is applicable only to that portion of the year in which the property qualifies for exemption. Property is eligible for this exemption for three years after the date of acquisition.

<b>Step 1. Owner's Name and Address</b>		
Applicant's Name		
Present Mailing Address ( <i>number and street</i> )		
City, Town or Post Office, State, ZIP code		Phone ( <i>area code and number</i> )
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.

<b>Step 2. Legal Description of Property</b>	
1. Legal Description of property (also attach copy of deed(s))	2. HCAD Account Number

<b>Step 3. Primary Use of Property</b>
Describe the primary use of the property.

<b>Step 4. Date of Acquisition of Property</b>
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4. Date of acquisition of the property. \_\_\_\_\_ 4. \_\_\_\_\_

<b>Step 5. Other Information</b>
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5. Is the property reasonably necessary for operation of the association/organization? \_\_\_\_\_ 5. Yes  No
6. Year initial application granted. \_\_\_\_\_ 6. \_\_\_\_\_
7. List all other individuals and organization that used this property in the past year, and give the requested information for each. Attach a separate sheet, if necessary.

a. Names	b. Dates used	c. Activity	d. Rent Paid, If Any

<b>Step 6. Sign and Date the Form</b>	
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Authorized Signature sign here	Date
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**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.**