

TRAVIS CENTRAL APPRAISAL DISTRICT  
P.O. Box 149012  
Austin, Texas 78714-9012 (512) 834-9138  
TDD (512) 836-3328 FAX (512) 835-5371

Check one:  
 Final Exemption  
 Determination of Exemption \*

**APPLICATION FOR CONSTRUCTION OR REHABILITATING LOW-INCOME HOUSING PROPERTY TAX EXEMPTION FOR \_\_\_\_\_ (year)**

**INSTRUCTIONS:** File this application between January 1 and no later than April 30. You may file an application within 30 days of acquisition of new or additional property. If the chief appraiser grants the final exemption, you do not need to reapply annually. You must reapply if the chief appraiser requires you to do so by sending you a new application asking you to reapply. You must notify the chief appraiser in writing if and when your right to any exemption ends. Be sure to attach any additional documents requested.

\*To facilitate the financing associated with the acquisition of a property, an organization, before acquiring the property, may request from the chief appraiser of the appraisal district established for the county in which the property is located a preliminary determination of whether the property would qualify for an exemption under Section 11.1825 if acquired by the organization. The request must include the information that would be included in an application for an exemption for the property under Section 11.1825. Not later than the 45th day after the date a request is submitted under this subsection, the chief appraiser shall issue a written preliminary determination for the property included in the request. A preliminary determination does not affect the granting of an exemption under Section 11.1825. Section 11.436(c), Tax Code.

**STEP 1:  
NAME AND ADDRESS OF PROPERTY OWNER AND QUALIFYING NON-PROFIT ORGANIZATION**

Name of organization (please print)		
Current mailing address (number and street)		
City, State	ZIP Code + 4	Phone (area code and number)
Name of qualifying non-profit organization if not property owner (please print)		
Current mailing address (number and street)		
City, State	ZIP Code + 4	Phone (area code and number)
Name of person preparing this application	Driver's License, Personal I.D. Certificate, or Social Security# *	Title

**STEP 2:  
TYPE OF PROPERTY OWNER**

Type of organization  Qualifying non-profit organization  Limited Partnership  Entity of a qualifying non-profit organization

If owner of the property is a "qualifying non-profit organization," complete Step 3.

If owner of the property is a "Limited Partnership," answer the following questions:

1. Is the general partner controlled 100 percent by a qualifying non-profit organization?  Yes  No  
If "Yes," complete Step 3 concerning the qualifying non-profit organization.
2. Is the limited partnership organized under the laws of Texas?  Yes  No
3. Is the limited partnership's principal place of business in Texas?  Yes  No

If owner of the property is an "Entity of the organization," answer the following questions:

1. Is the entity organized under the laws of Texas?  Yes  No
2. Is the entity's principal place of business in Texas?  Yes  No
3. Complete Step 3 concerning the parent organization.  Yes  No

Note: Entity of the organization is an entity whose parent organization is a charitable organization that meets the requirements of Tax Code Section 11.1825(b).

**STEP 3:  
ANSWER THE  
FOLLOWING  
QUESTIONS  
ABOUT THE  
ORGANIZATION**

**For the preceding three years (note years) \_\_\_\_\_, answer these questions:**

1. Has the organization been exempt from federal income taxation under Section 501(a), Internal Revenue Code of 1986, as amended, as an exempt entity under Section 501(c)(3) of that Code? \_\_\_ Yes \_\_\_ No
2. Has the organization operated, or its charter permit to operate, in a manner that permits the accrual of profits or distribution of any form of private gain? If yes, explain on a separate attached page. \_\_\_ Yes \_\_\_ No
3. Has the organization used its assets in providing low-income housing? \_\_\_ Yes \_\_\_ No
4. In the past year has the organization loaned funds to, borrowed funds from, sold property to or bought property from a shareholder, director or member of the organization, or has a shareholder or member sold his interest in the organization for a profit? \_\_\_ Yes \_\_\_ No

If "Yes," attach a description of each transaction. For sales, give buyer, seller, price paid, value of the property sold and date of sale. For loans, give lender, borrower, amount borrowed, interest rate and term of loan. Attach a copy of note, if any.

5. Attach a list of salaries and other compensation for services paid in the last year. List any funds distributed to members, shareholders or directors in the last year. In each case, give recipient's name, type of service rendered or reason for payment and amounts paid.

**About the board of directors, answer these questions:**

1. Does a majority of the members of the organization's board of directors of the organization have their principal place of residence in Texas? \_\_\_ Yes \_\_\_ No

Attach a list of the board members and their principal places of residence.

2. Do two or more directors on the board whose principal place of residence is located in Texas meet one of the following requirements: an individual of low income as defined by Section 2306.004, Government Code; or an individual whose residence is located in an economically disadvantaged census tract in Texas, as defined by Section 783.009(b), Government Code; or is a representative appointed by a neighborhood organization in Texas that represents low-income households? \_\_\_ Yes \_\_\_ No

Note on attached list of board members those directors that meet one of these provisions, and indicate which provisions.

**About policies, bylaws or charter, answer these questions:**

1. Does the organization have a formal policy containing procedures for giving notice to and receiving advice from low-income households residing in the county in which a housing project is located regarding the design, siting, development and management of affordable housing projects? \_\_\_ Yes \_\_\_ No

If "Yes," attach a copy of the formal policy.

2. Does the organization perform, or does its charter permit it to perform, any functions other than those of providing low-income housing? \_\_\_ Yes \_\_\_ No

If "Yes," attach a statement describing the other functions in detail.

3. Do the by-laws or charter direct that on the discontinuance of the organization the organization's assets are to be transferred to the State of Texas, to the United States, or to an educational, religious, charitable or other similar organization that is qualified for exemption under Section 501(c)(3), Internal Revenue Code, as amended? \_\_\_ Yes \_\_\_ No

If "Yes," give the page and paragraph numbers. Page \_\_\_\_\_ Paragraph \_\_\_\_\_

If "No," do these documents direct that on discontinuance of the organization the organization's assets are to be transferred to members who have promised in their membership applications to immediately transfer them to the State of Texas, to the United States, or to an educational, religious, charitable or other similar organization that is qualified for exemption under Section 501(c)(3), Internal Revenue Code, as amended? \_\_\_ Yes \_\_\_ No

If "Yes," give the page and paragraph numbers. Page \_\_\_\_\_ Paragraph \_\_\_\_\_

If "Yes," was the two-step transfer required for the organization to qualify for exemption under Section 501(c)(12), Internal Revenue Code, as amended? \_\_\_ Yes \_\_\_ No

<b>STEP 4: AUDIT</b>	<p>Property may not be exempt for a tax year unless the organization owning or controlling the owner of the property has an audit prepared by an independent auditor covering the organization's most recent fiscal year. The audit must include (1) an opinion on whether the organization's financial statements present fairly, in all material respects and in conformity with generally accepted accounting principles, the financial position, changes in net assets, and cash flows of the organization; and (2) that the organization has complied with all of the terms and conditions under Tax Code Section 11.1825. If the property contains less than 36 dwelling units, the organization may deliver a detailed report and certification as an alternative to an audit. Attach the audit or deliver within 180 days after the last day of the organization's most recent fiscal year.</p>					
<b>STEP 5: DESCRIBE THE PROPERTY</b>	<p><b>PROPERTY TO BE EXEMPT:</b></p> <ul style="list-style-type: none"> <li>. Attach a Schedule A (CONSTRUCTING) form for each parcel of land and each building of real property to be exempt for constructing low-income housing.</li> <li>Attach a Schedule B (REHABILITATING) form for each parcel of land and building to be exempt for rehabilitating low-income housing.</li> <li>. If the organization receives this exemption and acquires additional improved or unimproved real property at any time during the year, the organization must file a Schedule A or Schedule B for that property not later than the 30th day after the date of acquisition. For that tax year, the exemption is applicable only to that portion of the year in which the property qualifies for exemption.</li> </ul>					
<b>STEP 6: SIGN THE APPLICATION</b>	<p><b>By signing this application, you certify that the property described in the attached Schedules A and B as the property against which this exemption may be claimed in this appraisal district.</b></p> <p><b>You certify that this information is true and correct to the best of your knowledge and belief.</b></p> <table border="1" data-bbox="325 904 1473 1059"> <tr> <td data-bbox="325 904 1066 976">On behalf of (name of organization)</td> <td data-bbox="1066 904 1473 976">Date</td> </tr> <tr> <td data-bbox="325 976 1066 1059"> Authorized signature  sign here: </td> <td data-bbox="1066 976 1473 1059">Title</td> </tr> </table> <p><b>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.</b></p>		On behalf of (name of organization)	Date	Authorized signature sign here:	Title
On behalf of (name of organization)	Date					
Authorized signature sign here:	Title					

\* You are required to give us this information on this form, in order to perform tax related functions for this office. Section 11.43 of the Tax Code authorizes this office to request this information to determine tax compliance. The chief appraiser is required to keep the information confidential and not open to public inspection, except to appraisal office employees who appraise property and as authorized by Section 11.48(b), Tax Code.

**SCHEDULE A: CONSTRUCTING LOW-INCOME HOUSING** (11.1825,Rule 9.415)

Final Exemption                       Preliminary Determination of Exemption \*

Complete one Schedule A form for EACH land parcel of improved (with building) and unimproved real property qualified for exemption. Attach all completed schedules to your application for exemption.

Name of owner (please print):		
Property Address:		
City, state:	ZIP code + 4:	Appraisal district account number (Optional):
Legal description of property:		
Describe the primary use of the property:		
Date of acquisition of property: ____/____/____	Is this property reasonably necessary for operation of the Organization? <input type="checkbox"/> Yes <input type="checkbox"/> No	
<b>Answer these questions about the property listed above:</b>		
1. If this is a preliminary determination of exemption, when the final application is filed is this property expected to be under "active construction" or "physical preparation?" <input type="checkbox"/> Active construction <input type="checkbox"/> Physical preparation		
If this is a final determination of exemption, is this property under "active construction" or "physical preparation?" <input type="checkbox"/> Active construction <input type="checkbox"/> Physical preparation		
If "active construction," when will construction be completed?   ____/____/____		
If "physical preparation," what has been done? _____ <i>"Physical preparation" is when the organization has engaged in architectural or engineering work, soil testing, land clearing activities, or site improvement work necessary for constructing the project or has conducted an environmental or land use study for constructing the project.</i>		
2. Does the organization plan to rent or sell dwelling units in this building to individuals or families? <input type="checkbox"/> Rent <input type="checkbox"/> Sell If rent, attach rent schedule.		
<b>Questions regarding renting dwelling units:</b>		
Do/will the individuals and families have a median income that is not more than 60 percent of either the area or statewide median family income? (Complete A or B): <input type="checkbox"/> Yes <input type="checkbox"/> No		
<input type="checkbox"/> A. Area median family income for the household's place of residence, as adjusted for family size and as established by the United States Department of Housing and Urban Development, which is \$_____.		
<b>or</b>		
<input type="checkbox"/> B. Statewide area median family income, as adjusted for family size and as established by the United States Department of Housing and Urban Development, which is \$_____.		
What is the annual total of the monthly rent charged or to be charged for each dwelling unit in this building \$_____/year that is reserved for an individual or family?		
Will the organization be renting or offering to rent the applicable square footage of dwelling units in this building to qualified individuals and families by the third anniversary of the date the organization acquired this property? <input type="checkbox"/> Yes <input type="checkbox"/> No		
<b>Questions regarding selling dwelling units:</b>		
Do/will the individuals and families have a median income that is below either the area or statewide median family income? (Complete A or B): <input type="checkbox"/> Yes <input type="checkbox"/> No		
<input type="checkbox"/> A. Area median family income for the household's place of residence, as adjusted for family size and as established by the United States Department of Housing and Urban Development, which is \$_____.		
<b>or</b>		
<input type="checkbox"/> B. Statewide area median family income, as adjusted for family size and as established by the United States Department of Housing and Urban Development, which is \$_____.		
3. How many dwelling units does/will the above described property have? _____units		
4. What percentage of the total square footage of the dwelling units in this building described above are/will be reserved for individuals or families noted in question No. 2 above? _____%		

**SCHEDULE B: REHABILITATING BUILDINGS FOR LOW-INCOME HOUSING** (11.1825, Rule 9.415)

Final Exemption       Preliminary Determination of Exemption \*

Complete one Schedule B form for EACH building and land qualified for exemption. Attach all completed schedules to your application for exemption.

Name of owner (please print):		
Property Address:		
City, state:	ZIP code + 4:	Appraisal district account number (Optional):
Legal description of property:		
Describe the primary use of the property:		
Date of acquisition of property: ____/____/____	Is this property reasonably necessary for operation of the Organization? <input type="checkbox"/> Yes <input type="checkbox"/> No	

**Answer these questions about the property listed above:**

- When did actual rehabilitation of this property begin, or when is it expected to begin?    \_\_\_\_/\_\_\_\_/\_\_\_\_
- When will rehabilitation of this property be completed?    \_\_\_\_/\_\_\_\_/\_\_\_\_
- When was the original construction of this housing project completed?    \_\_\_\_/\_\_\_\_/\_\_\_\_
- If the organization acquired this property from another person/organization, how long did the person/organization own the property?    \_\_\_\_ years
- Has the organization spent or does it intend to spend the greater of: (check one) \_\_\_\_ \$5,000 or \_\_\_\_ amount required by the financial lender for each dwelling unit in the project for the rehabilitation of this property?     Yes  No  
 Attach a written statement prepared by a certified public accountant stating what the organization has spent or a copy of the development budget to verify the intent to spend the requisite amount.
- Does the organization maintain a reserve fund for replacements?     Yes  No  
 In what amount:  
 \_\_\_\_ amount required by the financial lender for each dwelling unit in the project or  
 \_\_\_\_ \$300 for each dwelling unit in the project or  
 \_\_\_\_ amount for each dwelling unit in the project adjusted for cost-of-living (for tax years 2005 or later)  
 Has the organization made withdrawals from the reserve?     Yes  No  
 If "Yes," was it: (check one)  
 \_\_\_\_ authorized by the financial lender or  
 \_\_\_\_ to pay the cost of capital improvements needed to maintain habitability under the Minimum Property Standards of the U.S. Department of Housing and Urban Development. "Capital improvement" is a property improvement that has a depreciable life of at least five years, excluding typical "make ready" expenses such as plaster repair, interior paint, or floor coverings.
- Does the organization plan to rent or sell dwelling units in this building to individuals or families?     Rent  Sell  
 If rent, attach rent schedule.

**Questions regarding renting dwelling units:**

Do/will the individuals and families have a median income that is not more than 60 percent of either the area or statewide median family income? (Complete A or B) :     Yes  No

\_\_\_\_ A. Area median family income for the household's place of residence, as adjusted for family size and as established by the United States Department of Housing and Urban Development, which is \$\_\_\_\_\_.

**or**

\_\_\_\_ B. Statewide area median family income, as adjusted for family size and as established by the United States Department of Housing and Urban Development, which is \$\_\_\_\_\_.

What is the annual total of the monthly rent charged or to be charged for each dwelling unit in this building that is reserved for an individual or family noted in question No. 2 above?    \$\_\_\_\_\_/year

Will the organization be renting or offering to rent the applicable square footage of dwelling units in this building to qualified individuals and families by the third anniversary of the date the organization acquired this property?     Yes  No

**Questions regarding selling dwelling units:**

Do/will the individuals and families have a median income that is below either the area or statewide median family income? (Complete A or B):

\_\_\_ Yes \_\_\_ No

\_\_\_ A. Area median family income for the household's place of residence, as adjusted for family size and as established by the United States Department of Housing and Urban Development, which is \$ \_\_\_\_\_.

**OR**

\_\_\_ B. Statewide area median family income, as adjusted for family size and as established by the United States Department of Housing and Urban Development, which is \$ \_\_\_\_\_.

8. How many dwelling units does the above described property have? \_\_\_\_\_ units

9. What percentage of the total square footage of the dwelling units in this building described above are reserved for individuals or families noted in question No. 2 above? \_\_\_\_\_ %



# TRAVIS CENTRAL APPRAISAL DISTRICT



ART CORY  
CHIEF APPRAISER

PLEASE ATTACH A COPY OF THE FOLLOWING DOCUMENTS, APPLICABLE TO YOUR ORGANIZATION, ALONG WITH THE COMPLETED APPLICATION:

- A: DEED
- B: CHARTER
- C: CONSTITUTION
- D: BYLAWS
- E: ARTICLES OF INCORPORATION
- F: IRS FORM 990 (Return of Organization Exempt From Income Tax)
- G: IRS FORM 1023 (Application for Recognition of Exemption under Sec. 501(c)(3) of the Internal Revenue Code) OR DETERMINATION LETTER
- H: CURRICULUM (Private School)
- I: COMMUNITY HOUSING DEVELOPMENT ORGANIZATION (CHDO) designation/certification
- J: DOCUMENTS REQUESTED WITHIN APPLICATION
- K: ANY DOCUMENTS THAT YOU FEEL WOULD BE BENEFICIAL IN PROCESSING YOUR APPLICATION OR ANY OTHER DOCUMENTS WHICH SUPPORT YOUR CLAIM TO TAX EXEMPTION

MAIL ALL INFORMATION TO:

TRAVIS CENTRAL APPRAISAL DISTRICT  
P.O. BOX 149012  
AUSTIN, TX 78714-9012

ATTENTION: DENISE PIERCE, EXEMPTIONS ADMINISTRATOR

appltr