



TRAVIS CENTRAL APPRAISAL DISTRICT
 P.O. Box 149012
 Austin, Texas 78714-9012 (512) 834-9317
 TDD (512) 836-3328 FAX (512) 835-5371

APPLICATION FOR CHARITABLE ORGANIZATIONS IMPROVING PROPERTY FOR LOW-INCOME HOUSING PROPERTY TAX EXEMPTION FOR _____

This application covers property you owned on January 1 of this year. If you owned the property on January 1, you must file the completed form between January 1 and no later than April 30 of this year. Please note that the Supplemental Application for Charitable Organizations Improving Property for Low-Income Housing covers improved and unimproved real property acquired at any time during the year and must be filed not later than the 30th day after you acquire the property. Be sure to attach any additional documents requested. You must apply for this exemption every year; it will not be automatically renewed. Return the completed form to the address above.

STEP 1: NAME AND ADDRESS OF ORGANIZATION	Name of organization		
	Present mailing address (number and street)		
	City, town, or post office, state and ZIP code		Phone (area code and number)
	Name of person preparing this application	Driver's License, Personal I.D. Certificate, or Social Security# *	Title

STEP 2: FORM OF ORGANIZATION	Operator of organization (check appropriate box)		
	<input type="checkbox"/> Individual <input type="checkbox"/> Foundation <input type="checkbox"/> Corporation <input type="checkbox"/> Trust		
	If operated by a corporation, is the corporation non-profit as defined by the Texas Non Profit Corporation Act (Art. 1396-1.01 VACS et seq.)?		<input type="checkbox"/> Yes <input type="checkbox"/> No

STEP 3: ANSWER THESE QUESTIONS ABOUT THE ORGANIZATION	1. Does the organization own the property for the purpose of building or repairing housing on it primarily with the use of volunteer labor, and to sell without profit to an individual or family satisfying the organization's low-income and other eligibility requirements?		<input type="checkbox"/> Yes <input type="checkbox"/> No
	2. Does the organization engage exclusively in the building, repair, and sale of housing as described above, and related activities?		<input type="checkbox"/> Yes <input type="checkbox"/> No
	3. Does the organization perform, or does its charter permit it to perform, any functions other than those checked in question 2? If "YES," attach a statement describing the other functions in detail.		<input type="checkbox"/> Yes <input type="checkbox"/> 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? 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.		<input type="checkbox"/> Yes <input type="checkbox"/> No
	5. Attach a list of salaries and other compensation for services paid in the last year. Also 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.		
	6. Does the organization operate, or its charter permit it to operate, in a manner which permits the accrual of profits or distribution of any form of private gain? If "YES," please explain on a separate attached page.		<input type="checkbox"/> Yes <input type="checkbox"/> No

STEP 4: ANSWER THESE QUESTIONS ABOUT THE ORGANIZATION BYLAWS OR CHARTER	Attach a copy of the charter, bylaws or other documents adopted by the organization which govern its affairs, and answer the following questions.		
	1. Do these documents pledge the organization's assets for use in performing the organization's charitable functions?		<input type="checkbox"/> Yes <input type="checkbox"/> No
If "YES," give the page and paragraph numbers. Page _____ Paragraph _____			

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<p>STEP 4:</p> <p>ANSWER THESE QUESTIONS ABOUT THE ORGANIZATION BYLAWS OR CHARTER</p> <p>(continued)</p>	<p>2. Do these documents direct that on the discontinuance of the organization the organization's assets are to be transferred to the State of Texas or to an educational, religious, charitable or other similar organization that is qualified for exemption under Sec. 501(c)(3), Internal Revenue Code, as amended? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If "YES," give the page and paragraph numbers. Page _____ Paragraph _____</p> <p>If "NO," do these documents direct that on discontinuance of the organization the organization's assets are to be transferred to its members who have promised in their membership applications to immediately transfer them to the State of Texas or to an educational, religious, charitable or other similar organization that is qualified for exemption under Sec. 501(c)(3), Internal Revenue Code, as amended? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If "YES," give the page and paragraph numbers. Page _____ Paragraph _____</p> <p>If "YES," was this two-step transfer required for the organization to qualify for exemption under Sec. 501(c)(3), Internal Revenue Code, as amended? <input type="checkbox"/> Yes <input type="checkbox"/> No</p>				
<p>STEP 5:</p> <p>DESCRIBE YOUR PROPERTY</p>	<p>PROPERTY TO BE EXEMPT:</p> <ul style="list-style-type: none"> • Attach one Schedule A (REAL PROPERTY) form for EACH parcel of real improved and unimproved property to be exempt. • Attach one Schedule B (BUILDINGS) form for EACH building to be exempt. • Attach one Schedule C (PERSONAL PROPERTY) form listing ALL personal property to be exempt. • List only property owned by the organization. 				
<p>STEP 6:</p> <p>SIGN THE APPLICATION</p>	<ul style="list-style-type: none"> • By signing this application, you designate the property described in the attached Schedules A, B and C as the property against which the charitable organizations improving property for low-income housing exemption may be claimed in this appraisal district. • You certify that this information is true and correct to the best of your knowledge and belief. <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 70%; padding: 5px;">On behalf of (name of organization)</td> <td style="width: 30%; padding: 5px;">Date</td> </tr> <tr> <td style="padding: 5px;"> <div style="display: flex; justify-content: space-between;"> Authorized signature .. </div> </td> <td style="padding: 5px;">Title</td> </tr> </table> <p>sign here:</p> <p style="text-align: center; margin-top: 20px;">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.</p>	On behalf of (name of organization)	Date	<div style="display: flex; justify-content: space-between;"> Authorized signature .. </div>	Title
On behalf of (name of organization)	Date				
<div style="display: flex; justify-content: space-between;"> Authorized signature .. </div>	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.



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**SUPPLEMENTAL APPLICATION FOR
 CHARITABLE ORGANIZATIONS
 IMPROVING PROPERTY FOR LOW-
 INCOME HOUSING PROPERTY TAX
 EXEMPTION FOR _____**

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 30th 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. You must then apply for this exemption every year; it will not be automatically renewed. Property is eligible for this exemption for three years after the date of acquisition.

STEP 1: OWNER'S NAME AND ADDRESS	Name of owner/organization			
	Present mailing address (number and street)			
	City, town, or post office, state and ZIP code		Phone (area code and number)	
	Name of person preparing this application	Driver's License, Personal I.D. Certificate, or Social Security# *	Title	
STEP 2: LEGAL DESCRIPTION OF PROPERTY	Legal description of property			
			Appraisal District account number	
STEP 3: PRIMARY USE OF PROPERTY	Describe the primary use of the property			
STEP 4: DATE OF ACQUISITION OF PROPERTY	Date of acquisition of the property _____			
STEP 5: OTHER INFORMATION	Is the property reasonably necessary for operation of the association/organization? <input type="checkbox"/> Yes <input type="checkbox"/> No			
	Year initial application granted _____			
	List all other individuals and organizations that used this property in the past year, and give the requested information for each. Attach a separate sheet, if necessary.			
	NAMES	DATES USED	ACTIVITY	RENT PAID, IF ANY
STEP 6: SIGN AND DATE THE FORM	sign here: Authorized signature		Date	
	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.			

* 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.

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