

**APPLICATION FOR PRIVATE SCHOOL
PROPERTY TAX EXEMPTION**
FOR _____ (year)

This application covers property you owned or leased from a religious organization on January 1 of this year, or acquired during this year. You must file the completed form between January 1 and April 30 of this year. If you acquire the property after January 1 of this year and wish to qualify for the exemption this year, you must apply before the first anniversary of the date you acquired the property, or before the first anniversary of the date any property was acquired after January 1. Be sure to attach any additional documents requested. 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.

STEP 1: SCHOOL NAME AND ADDRESS	Name of school		
	Mailing address		
	City, state, and ZIP Code		Telephone number
	Name of person preparing this application	Driver's License, Personal I.D. Certificate, or Social Security No. *	Title
STEP 2: SCHOOL OPERATOR	Is school operated by: (please check)		
	<input type="checkbox"/> Individual <input type="checkbox"/> Corporation <input type="checkbox"/> Association		
	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.)? ___ Yes ___ No		
	Name of school owner		
	Mailing address if different from above		
STEP 3: ANSWER THESE QUESTIONS ABOUT THE SCHOOL	1. Does anyone other than the owner operate the school?		___ Yes ___ No
	If yes, is the operator the former owner of the property?		___ Yes ___ No
	2. Does the school maintain a regular faculty and curriculum?		___ Yes ___ No
	3. Does the school have a regularly organized body of students?		___ Yes ___ No
	4. Do classes normally meet at one of the buildings to be exempted?		___ Yes ___ No
STEP 4: ANSWER THESE QUESTIONS ABOUT THE SCHOOL'S FINANCES	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, please 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 copy of note, if any.		
	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.		
	Does the school operate in a manner which permits the accrual of profits or distribution of any other form of private gain?		___ Yes ___ No

STEP 5: ANSWER THESE QUESTIONS ABOUT THE SCHOOL'S BYLAWS OR CHARTER	Please attach a copy of the charter, bylaws, or other documents adopted by the school which govern its affairs, and answer the following questions.	
	1. Does the school use its assets in performing its educational functions or the educational functions of another educational organization?	___ Yes ___ No
	2. Do these documents direct that on the discontinuance of the school the school's assets are to be transferred to the State of Texas, the United States, 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?	___ Yes ___ No
	If "YES" give the page and paragraph numbers. Page _____ Paragraph _____	
STEP 6: 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.	
STEP 7: SIGN THE APPLICATION	By signing this application, you designate the property described in the attached schedules A & B as the property against which the private school 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.	
	Signature	Date
	On behalf of (name of organization)	Title
	<i>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.</i>	

* 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: Description of real property

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

Name of owner **			
Legal description of property			
			Appraisal District account number (Optional)
Describe the primary use of this property			
1. Is this property used exclusively for school purposes?	___Yes	___No	
2. Is this property held for gain, rented or used with a view to profit?	___Yes	___No	
3. Is this property the organization's state headquarters?	___Yes	___No	
4. Is the property currently under active construction or physical preparation?	___Yes	___No	
If you answered "Yes" to this question, please answer the following questions:			
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 and attach copies to application.)			
___ Architectural work	___ Land clearing activities		
___ Engineering work	___ Site improvement work		
___ Soil testing	___ Environmental or land use study		
5. Is the incomplete improvement designed and intended to be used for a qualified private school purpose?	___Yes	___No	
6. Is the land on which the improvement is located reasonably necessary for the use of the improvement for the operation of the qualified private school?	___Yes	___No	
List all other individuals and organizations that used this property in the past year, and give the requested information for each.			
NAME	DATES USED	ACTIVITY	RENT PAID, IF ANY

Continue on additional sheets as needed.

** If property owner is a religious organization, attach a copy of the school's lease agreement.

*** An incomplete improvement exempted for the three years preceding the 2003 tax year is entitled to exemption for the 2003 tax year regardless of whether the property owner applies for the exemption for the 2003 tax year if the property otherwise qualifies. The chief appraiser may require the property owner to file an application to confirm the owner's qualification for exemption for the 2003 tax year. An exemption for an incomplete improvement is for five years. Effective January 1, 2006, the exemption will revert back to three years.

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