



Application for Charitable Organizations Improving Property for Low-Income Housing Property Tax Exemption

Property Tax
Form 50-242

Appraisal District's Name

Phone (area code and number)

Address, City, State, ZIP Code

GENERAL INSTRUCTIONS: This application is for use in claiming exemptions pursuant to Tax Code §11.181. You must furnish all information and documentation required by the application.

WHERE TO FILE: File the completed application and all required documents with the appraisal district for the county in which the property is located.

EXEMPTION APPLICATIONS: Generally, the completed application, with all required documentation, must be filed between January 1 and no later than April 30 of the year for an exemption is requested. However, pursuant to Tax Code §11.436(a), an organization that acquires property that qualifies for an exemption under Tax Code §11.181(a) may apply for the exemption for the year of acquisition not later than the 30th day after the date the organization acquires the property, and the deadline provided by Tax Code §11.43(d) does not apply to the application for that year. If an application filed pursuant to Tax Code §11.436(a) is granted, the exemption for that year applies only to the portion of the year in which the property qualifies for the exemption, as provided by Tax Code §26.111. A new application must be filed each year an exemption is claimed.

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: State the Year for Which an Exemption or a Preliminary Determination is Sought

State the year for which you are seeking an exemption

State the year for which you are seeking a preliminary determination

STEP 2: 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)

Organization is a (check one):

partnership corporation other (specify): _____

Name of Person Preparing this Application

Title

Driver's License, Personal I.D., Certificate, or Social Security Number*

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 3: Answer the Following Questions About the Property Owner (Organization) and Attach Documentation

1. Is the organization organized as a nonprofit corporation as defined by the Texas Non-Profit Corporation Act (Article 1396-1.01 et seq., Vernon's Texas Civil Statutes)? Yes No
2. Is the organization engaged primarily in public charitable functions? Yes No
If yes, using an attachment, describe the organization's activities in a narrative. The narrative description of activities should be thorough, accurate and include date-specific references to the tax year for which the exemption is sought. You may also attach representative copies of newsletters, brochures or similar documents for supporting details to this narrative.
3. Is the organization organized exclusively to perform religious, charitable, scientific, literary or educational purposes? Yes No
If yes, attach copies of organizational documents supporting your answer.
4. 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? Yes No
5. Does the organization engage exclusively in the building, repair and sale of housing as described above, and related activities? . . . Yes No
6. Does the organization perform, or does its charter permit it to perform, any functions other than those checked in question 2? Yes No
If yes, attach a statement describing the other functions in detail.
7. Does the organization operate in such a manner that does not result in the accrual of distributable profits, the distribution of profits, or the realization of any other form of private gain? Yes No

STEP 4: Attach Documentation Regarding the Property Owner's (Organization's) Bylaws or Charter and Answer the Following Questions

1. Attach a copy of the charter, bylaws, or other documents adopted by the organization that govern its affairs.
2. Do these documents pledge the organization's assets for use in performing the organization's charitable functions? Yes No
If yes, state the page and paragraph numbers. Page _____ Paragraph _____
3. 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? Yes No
If yes, state 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 its members who have promised in their membership application 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? Yes No
If yes, state the page and paragraph numbers. Page _____ Paragraph _____
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? Yes No

STEP 5: Complete and Attach Schedules Describing Property for Which Exemption is Sought

NOTE: Identify only property owned by the organization.

- Complete and attach a separate Schedule A (REAL PROPERTY) for **EACH** parcel of real property (improved and unimproved) to be exempt.
- Complete and attach a separate Schedule B (BUILDINGS) for **EACH** building to be exempt.
- Complete and attach Schedule C (PERSONAL PROPERTY) listing **ALL** personal property to be exempt.

STEP 6: Read, Sign, and Date

By signing this application, you designate the property described in the attached Schedules A, B and C as the property against which §11.181 (Charitable Organization Improving Property for Low-Income Housing) exemption may be claimed in this appraisal district, and certify that the information provided in this application is true and correct to the best of your knowledge and belief.

Printed Name

Date



Authorized Signature

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.

