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**APPLICATION FOR PRIMARILY CHARITABLE ORGANIZATION PROPERTY TAX EXEMPTION**

Appraisal district name:	Phone (area code and number):
Address:	City, state, Zip code + 4:


**This application covers property you owned on January 1. You must file the completed form between January 1 and no later than April 30 of this year. The governing body of each taxing unit where the property is located must pass a resolution granting the exemption or an election must have been held allowing the exemption. An organization also must receive a determination from the State Comptroller, stating that it is engaged primarily in charitable functions. Be sure to attach any documents requested. To continue to receive an exemption after the fifth year, the organization must obtain a new determination letter and re-apply for the exemption.**

<b>Step 1: Name and address of organization; identify person preparing application</b>	Organization's name:		
	Current mailing address:		
	City, state ZIP code + 4:		Phone (area code and number):
	Person preparing this application:	Driver's License, Personal I.D. Certificate, or Social Security Number*:	Title:

<b>Step 2: List taxing units that have granted an exemption on the property</b>	List the taxing units where the property is located that have granted the exemption:
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<b>Step 3: Comptroller's determination</b> (Attach copy of determination letter.)	Have you received from the Comptroller a determination of whether the organization is engaged primarily in performing charitable functions. . . . . <input type="checkbox"/> Yes <input type="checkbox"/> No  In what tax year did you apply for the Comptroller's determination? _____**  <small>** An exemption expires at the end of the fifth tax year after the exemption is granted. To continue to receive an exemption after the fifth year, the organization must obtain a new determination letter and reapply for the exemption.</small>
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<b>Step 4: Describe your property</b>	<b>PROPERTY TO BE EXEMPT:</b> - Attach one Schedule A (REAL PROPERTY) form for <b>EACH</b> parcel of real property to be exempt. - Attach one Schedule B (PERSONAL PROPERTY) form listing <b>ALL</b> personal property to be exempt. - List only property owned by the organization.
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<b>Step 5: Sign the application</b>	- By signing this application, you designate the property described in the attached Schedules A and B as the property against which the organization 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.	
	On behalf of (name of organization):	Date:
	<b>sign here</b>  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 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.



