

**APPLICATION FOR RELIGIOUS ORGANIZATION  
PROPERTY TAX EXEMPTION**

**For tax year 19** \_\_\_\_\_

Appraisal District Name

Telephone number

Mailing Address (number and street), City, State, Zip code

INSTRUCTIONS: This application covers property you owned on January 1 of this year. You must file the completed form between January 1 and April 30 of this year. 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 above address.

**Step 1:  
Name and  
address of the  
Organization**

Name of organization

Organizations daytime telephone number

Current mailing address

City, State, Zip code

Name & title of person preparing this application

Preparer's daytime telephone number

**Step 2:  
Answer these  
questions  
about the  
organization**

1. Organization is operated by: (check one)  
 Individual       Corporation       Association

2. 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

3. Is this organization organized and operated primarily for the purpose of engaging in religious worship or promoting the spiritual development or well-being of individuals?  
 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 the 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 copy of note.

5. Attach a list of salaries and other compensation for services paid in the last year. Give recipient's name, type of service rendered, and amounts paid.

6. List any funds distributed to members, shareholders, or directors in the last year. Give recipient's name, reason for payment, and amounts paid.

7. Provide a list naming the members of the organization's board of directors. Indicate where there is a family relationship between board members or with any officer or paid staff member of the organization.

8. Is any property which is owned by the organization, within this appraisal district and receiving benefit of an ad valorem tax exemption, under contract or agreement to convey to another party? If yes, provide a copy of the contract or agreement.  
 YES       NO

**CONTINUE ON FOLLOWING PAGE**

<b>Step 3: Answer these questions about the organization's governing documents</b>	You must attach: <ul style="list-style-type: none"> <li>• a copy of the organization's most current certified audit, or if financial records have not been audited, a copy of its income, expense and cash flow records for the past two years.</li> <li>• a copy of the articles of incorporation, charter, bylaws, or other documents adopted by the organization which govern its affairs.</li> </ul>	
	1. Do these documents pledge the organization's assets for use in performing its religious functions? <input type="checkbox"/> YES <input type="checkbox"/> NO If yes, give page _____ and paragraph number _____	
	2. Do these documents direct that on 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 If yes, give page _____ and paragraph number _____	
	3. Does the organization operate, or does its charter permit it to operate, in such a manner as to permit the accrual of profits, the distribution of profits, or the realization of any other form of private gain? <input type="checkbox"/> YES <input type="checkbox"/> NO	
<b>Step 4: Describe the property</b>	Attach a Schedule AR (Real Estate) form for each parcel of real property to be exempt.	Number of attachments supporting Steps 1 through 4 _____  Number of Schedule AR forms attached _____  Number of BR forms attached _____
	Attach a Schedule BR (Personal Property) form listing all personal property to be exempt. List only property owned by the organization.	
<b>Step 5: Sign the application</b>	By signing this application, you designate the property described in the attached Schedules AR and BR as the property against which the exemption for religious organizations 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
	<b>Under the Texas Penal Code, Sec. 37.10, if you make a false statement on this application you could receive a jail term of up to 1 year and a fine of up to \$2,000, or a prison term of 2 to 10 years and a fine of up to \$5,000.</b>	

**Schedule AR: Real Property used as actual place of religious worship, clergy residence, or endowment fund property.**

Complete one Schedule AR form for ***EACH*** parcel of real property to be exempted.

Name of Property Owner

Legal Description of Property

\_\_\_\_\_

**Type of Property**

Actual Place of Worship

Is the building currently under construction?  YES  NO

If, yes, when will construction be completed? (date) \_\_\_\_\_

Is the property primarily used for religious worship?  YES  NO

Are worship services regularly held at the property?  YES  NO

Does any portion of this property produce income?  YES  NO

If yes, attach a statement describing use of the revenue.

Is the property reasonably necessary for religious worship?  YES  NO

Clergy Residence

Is the property used exclusively as a residence?  YES  NO

Is the property occupied by persons whose principal occupation is to serve in the organization's clergy?  YES  NO

Does any portion of this property produce income?  YES  NO

How much land is used for the residence? \_\_\_\_\_

Is all of the property reasonably necessary for use as a residence?  YES  NO

Foreclosure sale property held by endowment fund

Was the property acquired by foreclosure to protect a bond or mortgage held by the endowment fund and used exclusively for support of the organization?  YES  NO

If yes, what was the date of the foreclosure sale? \_\_\_\_\_

