

Harris County Appraisal District  
Exemption Center  
13013 Northwest Fwy  
P. O. Box 922012  
Houston, TX. 77292-2012  
(713) 957-7800  
**Form 11.21**(08/2013)



# Application for Private School Property Tax Exemption for \_\_\_\_\_ Year \_\_\_\_\_

**GENERAL INSTRUCTIONS:** This application is for use in claiming property tax exemptions pursuant to Tax Code §11.21. This application covers property you owned on January 1 of this year or acquired during this year. You must furnish all information and documentation required by the application.

**APPLICATION DEADLINES:** You must file the completed application with all required documentation between January 1 and no later than April 30 of the year for which you are requesting an exemption. If you acquired 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.

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.

### 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: Provide Name and Address of School and Identity of Person Preparing Application

Name of School Owner \_\_\_\_\_

Mailing Address \_\_\_\_\_

City, State, ZIP Code \_\_\_\_\_

Phone (area code and number) \_\_\_\_\_

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 2: Name and Mailing Address of School Owner

Name of School Owner \_\_\_\_\_

Mailing Address (if different from above) \_\_\_\_\_

City, State, ZIP Code \_\_\_\_\_

Phone (area code and number) \_\_\_\_\_

Operator of school is a(n) *(check one)*

Individual       Partnership       Corporation       Other (specify): \_\_\_\_\_

# Application for Private School Property Tax Exemption

## Step 3. Answer These Questions About the School

- |   |        |                          |    |                          |
|---|--------|--------------------------|----|--------------------------|
| 1. Does anyone other than the owner operate the school? .....             | 1. Yes | <input type="checkbox"/> | No | <input type="checkbox"/> |
| a. If "Yes," is the operator the former owner of the property? .....      | a. Yes | <input type="checkbox"/> | No | <input type="checkbox"/> |
| 2. Does the school maintain a regular faculty and curriculum? .....       | 2. Yes | <input type="checkbox"/> | No | <input type="checkbox"/> |
| 3. Does the school have a regularly organized body of students? .....     | 3. Yes | <input type="checkbox"/> | No | <input type="checkbox"/> |
| 4. Do classes normally meet at one of the buildings to be exempted? ..... | 4. Yes | <input type="checkbox"/> | No | <input type="checkbox"/> |

## Step 4. Answer These Questions About the School's Finances

- |  |        |                          |    |                          |
|--|--------|--------------------------|----|--------------------------|
| 1. 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? ..... | 1. Yes | <input type="checkbox"/> | No | <input type="checkbox"/> |
| a. 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.        |        |                          |    |                          |
| 2. 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? .....   | 2. Yes | <input type="checkbox"/> | No | <input type="checkbox"/> |

## Step 5. Answer These Questions about the School's Bylaws or Charter

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? .....  | 1. Yes | <input type="checkbox"/> | No | <input type="checkbox"/> |
| 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? ..... | 2. Yes | <input type="checkbox"/> | No | <input type="checkbox"/> |
| a. 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. Read, Sign, and Date

- By signing this application, you designate the property described in the attached Schedules A and 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.

Authorized Signature sign  here	Date
On behalf of ( <i>name of property owner</i> )	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.**

# Application for Private School Property Tax Exemption

Tax Year \_\_\_\_\_

## Schedule A: Description of Real Property

- Complete one Schedule A form for EACH parcel qualified for exemption. HCAD Account Number \_\_\_\_\_
- Attach all completed schedules to your application for exemption.

Name of Property Owner \*

Legal Description of Property (also attach copy of deed(s))

Describe the primary use of this property.

- |   |                                 |                             |
|---|---------------------------------|-----------------------------|
| 1. Is this property used exclusively for school purposes? _____                       | 1. Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| 2. Is this property held for gain, rented, or used with a view to profit? _____       | 2. Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| 3. Is this property the organization's state headquarters? _____                      | 3. Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| 4. Is the property currently under active construction or physical preparation? _____ | 4. Yes <input type="checkbox"/> | No <input type="checkbox"/> |

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. Please attach supporting documentation.)*

- |  |   |  |
|--|---|--|
| <input type="checkbox"/> Architectural Work    | <input type="checkbox"/> Land Clearing Activities | <input type="checkbox"/> Engineering Work                |
| <input type="checkbox"/> Site Improvement Work | <input type="checkbox"/> Soil Testing             | <input type="checkbox"/> Environmental or Land Use Study |

- |   |                                 |                             |
|---|---------------------------------|-----------------------------|
| 5. Is the incomplete improvement designed and intended to be used for a qualified private school purpose? _____   | 5. Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| 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? _____ | 6. Yes <input type="checkbox"/> | No <input type="checkbox"/> |

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.

# Application for Private School Property Tax Exemption

## Schedule B: Description of Personal Property

Tax Year \_\_\_\_\_

- *List all tangible property to be exempt on this schedule.*
- *Attach all completed schedules to your application for exemption.*

HCAD Account Number  
\_\_\_\_\_

Name of Property Owner: \_\_\_\_\_

Is this property reasonably necessary for operation of the school? ..... Yes  No

Is this property held for gain? ..... Yes  No

Is this property used exclusively for school purposes? ..... Yes  No

Item	Location