



WEBB COUNTY APPRAISAL DISTRICT
3302 CLARK BOULEVARD
LAREDO, TEXAS 78043-3346
PHONE: (956)718-4091 FAX: (956)718-4052

CHARITABLE OR RELIGIOUS ORGANIZATION APPLICANTS

w/chari_relig docs_needed 10/12/16

AN EXEMPTION FOR CHARITABLE OR RELIGIOUS ORGANIZATION IS NOT GRANTED AUTOMATICALLY. THE ORGANIZATION MUST APPLY AS REQUIRED BY THE TEXAS COMPTROLLER OF PUBLIC ACCOUNTS, PROPERTY TAX CODE, SEC. 11..... THE APPLICATION FORMS ARE AVAILABLE THRU OUR WEB SITE; AT www.webbcad.org; SELECT THE TAB LABELED "FORMS" ON THE TOP OF THE SCREEN, THEN EXEMPTIONS. SELECT AND PRINT APPLICATION NEEDED. FILL OUT ALL SECTIONS THAT APPLY.

A BLANK APPLICATION IS ALSO AVAILABLE AT 3302 CLARK BOULEVARD, LAREDO, TX. THE COMPLETED APPLICATION MUST BE FILED AT THIS APPRAISAL OFFICE FOR CONSIDERATION OF THE "EXEMPT" STATUS. FOR AN EXEMPT STATUS REQUEST, A PROPERTY:

- MUST BE UNDER THE ORGANIZATION'S NAME (NO PRIVATE INDIVIDUAL)
- THE PROPERTY (LAND & BUILDING) MUST BE USED FOR THE ACTIVITIES OF THE ORGANIZATION.
- AND IT MUST MEET ALL SPECIFICATIONS REQUIRED BY THE TEXAS PROPERTY TAX CODE; AS DETAILED ON THE APPLICATION.

BELOW ARE **DOCUMENTS REQUIRED** TO BE FURNISHED WITH THE APPLICATION:

- 1). **COPY OF CHARTER, BYLAWS AND ARTICLES OF INCORPORATION** ADOPTED BY THE ORGANIZATION WHICH GOVERN ITS AFFAIRS AND STATE THE PURPOSE OF THE ORGANIZATION.

DOCUMENTS MUST ALSO INCLUDE A DISSOLUTION CLAUSE WHICH DISCLOSES WHAT HAPPENS TO ORGANIZATION'S ASSETS IN CASE OF DISSOLUTION.

- 2). **COPY OF IRS 501 (c)(3), APPROVAL.**

- 3). AN **INVENTORY LIST** OF ALL EQUIPMENT, FURNITURE, MACHINERY AND/OR VEHICLES AT LOCATION; THIS PROPERTY WILL BE INCLUDED AS PART OF THE RELIGIOUS/CHARITABLE EXEMPTION REQUEST.
- 4). IF PROPERTY WAS JUST PURCHASED, A COPY OF THE DEED/ SETTLEMENT STATEMENT OF THE TRANSFER OF THE PROPERTY.
- 5) IF THE PROPERTY BEING PURCHASED OR OWNED BY THE CHARITABLE, RELIGIOUS ORGANIZATION, ETC, IS VACANT LAND PROPERTY AND THE INTENTION IS TO CONSTRUCT; THEN THEY MUST PROVIDE DOCUMENTATION ON THE INTENT OF USE OF THE PROPERTY TOGETHER WITH ALL THE DATA ABOVE.

The TEXAS PROPERTY TAX CODE allows “*an incomplete improvement that (1) is under active construction or other physical preparation; and (2) is designed and intended to be used exclusively by the qualified organization*” to apply for the exemption, if all requisites are met.

- PLEASE PROVIDE **COPIES OF MINUTES** OF THE BOARD, TRUSTEES, ETC, WHICH SHOWS THE DATE(S) OF THE INITIAL PHASE OF THE PURCHASE & INTENT OF USE.
 - COPIES OF **CONTRACTS** WITH VENDORS FOR SOIL TESTING
 - COPIES OF **CONTRACTS** FOR THE CONSTRUCTION.
 - **PLANS OF THE BUILDING** TO BE CONSTRUCTED,
 - PLANS FOR PLATTING OF LAND,
 - **PICTURES** THAT WILL INDICATE ACTIVITIES STARTED ON THE PROJECT.
- 6). PLEASE ANSWER; COMPLETE ALL QUESTIONS ON THE APPLICATION. IF YOU SHOULD HAVE ANY QUESTIONS, PLEASE CONTACT **ROSARIO MALDONADO @ 956-718-3711**

** For more information, visit the Property Tax Assistance Division at the Texas Comptroller of Public Account’s website, www.comptroller.texas.gov/taxes/property-tax, forms. The sections of the law affecting exemptions are also described on the “Texas Property Tax Code–2015” at this site.