The items listed below are the basic items needed to process most applications for total exemption for groups or organizations.

- Attach a list of salaries paid by the organization. If none are paid, please submit a statement indicating there are no salaries paid by the organization.

- Attach complete copies of the organization’s articles of incorporation and bylaws. (Attach bylaws or other governing documents if the organization is not a corporation)

- Attach a real property (AR) schedule for each parcel to be exempted.

- Attach a personal property (BR) schedule for all personal property to be exempted.

- For newly acquired property, attach a copy of the warranty deed(s) that give the organization ownership of the property.

- If applying for a project that is under "active construction", attach documentation showing that site work, architectural work, soil studies, or other preparation has begun, along with a timetable for completion.

- If applying under Sec. 11.18 (Charitable Organization) the organization must perform at least one of the activities listed under Step 3, number 4 (A-T). Be sure to check the appropriate box.

Please note: You must apply on the application form appropriate to your organization’s primary function:

Form 11.18 - Charitable Organization Property Tax Exemption
Form 11.19 - Youth Development Organization Property Tax Exemption
Form 11.20 - Religious Organization Property Tax Exemption
Form 11.21 - Private School Property Tax Exemption
Form 11.23 - Miscellaneous Property Tax Exemption

Should HCAD require additional documentation you will be notified by mail. Please ensure that a correct mailing address is submitted on application.