

YEAR

**APPLICATION FOR PRIVATE SCHOOL PROPERTY TAX EXEMPTION**

|  |   |
|--|---|
| Appraisal district name<br><b>Bexar Appraisal District</b> | Phone (area code and number)<br><b>(210) 224-8511</b> |
|--|---|

Address  
**PO BOX 830248: San Antonio, TX 78282-0240 or 411 N. Frio, San Antonio, TX 78207**

**This application covers property you owned or leased from a religious organization on January 1 of this year, or acquired during this year. You must file the completed form between January 1 and April 30 of this year. If you acquire 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. 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 address above.**

|   |  |  |                              |
|---|--|--|------------------------------|
| <b>Step 1:<br/>Name and address of school</b> | Name of school                             |  |                              |
|   | Present mailing address                    |  |                              |
|   | City, town or post office, state, ZIP code |  | Phone (area code and number) |
|   | Name of person preparing this application  | Driver's License, Personal I.D. Certificate, or Social Security Number*: | Title                        |

|                                    |   |  |                              |
|------------------------------------|---|--|------------------------------|
| <b>Step 2:<br/>School operator</b> | Operator of school (check appropriate box) <input type="checkbox"/> Individual <input type="checkbox"/> Corporation <input type="checkbox"/> Association  |  |                              |
|                                    | 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 <input type="checkbox"/> No <input type="checkbox"/> |  |                              |
|                                    | Name of school owner  |  |                              |
|                                    | Mailing address if different from above   |  |                              |
|                                    | City, town or post office, state, ZIP code  |  | Phone (area code and number) |

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

|   |   |
|---|---|
| <b>Step 4:<br/>Answer these questions about the school's finances</b> | 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 profit? ..... Yes <input type="checkbox"/> No <input type="checkbox"/> |
|   | 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.   |
|   | Attach a list of salaries and other compensation for services paid in the last year. Also list any funds distributed to members, shareholders or directors in the last year. In each case, give recipient's name, type of service rendered or reason for payment and amounts paid.  |
|   | Does the school operate in a manner which permits the accrual of profits or distribution of any other form of private gain? ..... Yes <input type="checkbox"/> No <input type="checkbox"/>  |

|  |   |                                     |      |  |       |
|--|---|-------------------------------------|------|--|-------|
| <p><b>Step 5:</b><br/>Answer these questions about the school's bylaws or charter</p>  | <p>Attach a copy of the charter, bylaws or other documents adopted by the school which govern its affairs, and answer the following questions.</p> <p>1. Does the school use its assets in performing its educational functions or the educational functions of another educational organization?..... Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>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 Section 501 (c)(3), Internal Revenue Code, as amended? ..... Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>If "YES," give the page and paragraph numbers:           Page _____ Paragraph _____</p>  |                                     |      |  |       |
| <p><b>Step 6:</b><br/>Describe your property</p>   | <p>PROPERTY TO BE EXEMPT</p> <ul style="list-style-type: none"> <li>• Attach one Schedule <b>A</b> (REAL PROPERTY) form for <b>EACH</b> parcel of real property to be exempt.</li> <li>• Attach one Schedule <b>B</b> (PERSONAL PROPERTY) form listing <b>ALL</b> personal property to be exempt.</li> </ul>  |                                     |      |  |       |
| <p><b>Step 7:</b><br/>Sign the application</p>   | <ul style="list-style-type: none"> <li>• <b>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.</b></li> <li>• <b>You certify that this information is true and correct to the best of your knowledge and belief.</b></li> </ul> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <tr> <td style="width: 70%; padding: 2px;">On behalf of (name of organization)</td> <td style="width: 30%; padding: 2px;">Date</td> </tr> <tr> <td style="padding: 2px;"> <div style="display: flex; align-items: center;"> <div style="margin-right: 5px;"><b>sign here</b> </div> <div style="flex-grow: 1;">Authorized signature</div> </div> </td> <td style="padding: 2px;">Title</td> </tr> </table> <p style="margin-top: 10px;"><b>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.</b></p> | On behalf of (name of organization) | Date | <div style="display: flex; align-items: center;"> <div style="margin-right: 5px;"><b>sign here</b> </div> <div style="flex-grow: 1;">Authorized signature</div> </div> | Title |
| On behalf of (name of organization)  | Date  |                                     |      |  |       |
| <div style="display: flex; align-items: center;"> <div style="margin-right: 5px;"><b>sign here</b> </div> <div style="flex-grow: 1;">Authorized signature</div> </div> | Title   |                                     |      |  |       |

\* 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.

**Schedule A: Description of real property**

- Complete one Schedule **A** form for **EACH** parcel qualified for exemption.
- Attach all completed schedules to your application for exemption.

|   |            |  |  |
|---|------------|--|--|
| Name of property owner**  |            |  |  |
| Legal description of property   |            |  |  |
|   |            |  | Appraisal district account number (Optional):            |
| Describe the primary use of this property.  |            |  |  |
|   |            |  |  |
| 1. Is this property used exclusively for school purposes? .....   |            |  | Yes <input type="checkbox"/> No <input type="checkbox"/> |
| 2. Is this property held for gain, rented or used with a view to profit? .....  |            |  | Yes <input type="checkbox"/> No <input type="checkbox"/> |
| 3. Is this property the organization's state headquarters? .....  |            |  | Yes <input type="checkbox"/> No <input type="checkbox"/> |
| 4. Is the property currently under active construction or physical preparation? .....   |            |  | 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.<br>(Check all that apply.)  |            |  |  |
| <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? .....   |            |  | 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? ..... |            |  | 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.  
 \*\*\*An incomplete improvement exempted for the three years preceding the 2003 tax year is entitled to exemption for the 2003 tax year regardless of whether the property owner applies for the exemption for the 2003 tax year if the property otherwise qualifies. The chief appraiser may require the property owner to file an application to confirm the owner's qualification for exemption for the 2003 tax year. An exemption for an incomplete improvement is for five years. Effective January 1, 2006, the exemption will revert back to three years.

