



Application for Private School Property Tax Exemption

Property Tax
Form 50-119

Appraisal District's Name

Phone (area code and number)

Address, City, State, ZIP Code

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: State the Year for Which You are Seeking an Exemption

State the year for which you are seeking an exemption

Step 2: Provide Name and Mailing Address of School and Identity of Person Preparing Application

Name of School

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 3: 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): _____

Step 4: Answer these Questions About the School

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

Step 5: Answer these Questions About the School's Finances

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 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 a copy of note, if any.

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? Yes No

Step 6: 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? Yes No
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 No

If "YES" give the page and paragraph numbers: Page _____ Paragraph _____

Step 7: Describe the Property for Which You are Seeking an Exemption

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 4: 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 the information provided in this application is true and correct to the best of your knowledge and belief.

sign here ➔

_____ Date

On Behalf of (name of property owner) _____ 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 Section 37.10, Penal 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 (if known)

Appraisal District Account Number (if known)

Describe the Primary Use of This Property

1. Is this property used exclusively for school purposes? Yes No
2. Is this property held for gain, rented or used with a view to profit? Yes No
3. Is this property the organization's state headquarters? Yes No
4. Is the property currently under active construction or physical preparation? Yes No

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.)

- Architectural work
- Land clearing activities
- Engineering work
- Site improvement work
- Soil testing
- Environmental or land use study

5. Is the incomplete improvement designed and intended to be used for a qualified private school purpose? Yes No
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 No

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.

