



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

**DATA NEEDED FOR COMPLETION OF CHARITABLE OR RELIGIOUS
ORGANIZATION APPLICATIONS**

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- 1). COPY OF CHARTER, BYLAWS OR ARTICLES OF INCORPORATION
ADOPTED BY THE ORGANIZATION WHICH GOVERN ITS
AFFAIRS WHICH 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). LIST OF SALARIES AND OTHER COMPENSATION FOR SERVICES PAID
IN THE LAST YEAR BY THE ORGANIZATION.**
- 3). COPY OF IRS 501 (c)(3), APPROVAL.**
- 4). AN INVENTORY LIST OF ALL EQUIPMENT, FURNITURE, MACHINERY
AND OR VEHICLES AT LOCATION BEING REQUESTED IN APPLICATION;
THIS PROPERTY WILL BE INCLUDED AS PART OF THE RELIGIOUS
EXEMPTION REQUEST.**
- 5). IF PROPERTY WAS JUST PURCHASED, A COPY OF THE
SETTLEMENT STATEMENT OF THE TRANSFER OF THE PROPERTY.**
- 6) FOR AN EXEMPT STATUS REQUEST, A PROPERTY:**
 - MUST BE UNDER THE ORGANIZATIONS NAME (NO PRIVATE
INDIVIDUAL)**
 - THE PROPERTY (LAND & BUILDING) MUST BE USED FOR ACTIVITIES
OF THE ORGANIZATION.**
 - AND IT MUST MEET ALL SPECIFICATIONS ON THE APPLICATION.**

7) IF THE PROPERTY BEING PURCHASED OR OWNED BY THE CHARITABLE, RELIGIOUS ORGANIZATION, ETC, IS VACANT PROPERTY AND THEY PLAN 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.

8). PLEASE ANSWER; COMPLETE ALL QUESTIONS ON THE APPLICATION. IF YOU SHOULD HAVE ANY QUESTIONS, PLEASE CONTACT ROSARIO MALDONADO @ 956-718-3711