

WEBB COUNTY APPRAISAL DISTRICT



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**WEBB COUNTY APPRAISAL DISTRICT
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). A LIST OF ANY/ALL 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.**
- 4). COPY OF IRS 501 (c)(3), APPROVAL.**
- 5). AN INVENTORY LIST OF ALL EQUIPMENT, FURNITURE, MACHINERY AND OR VEHICLES AT LOCATION BEING REQUESTED IN APPLICATION, IF THERE IS A BUILDING ON THE PROPERTY.**
- 6). IF PROPERTY WAS JUST PURCHASED, A COPY OF THE SETTLEMENT STATEMENT OF THE PROPERTY.**

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 ON WHICH THEY PLAN TO CONSTRUCT, THEN THEY MUST PROVIDE DOCUMENTATION ON THE INTENT OF USE OF THE PROPERTY ALONG WITH ALL THE DATA ABOVE.

TEXAS PROPERTY TAX CODE “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”.

- **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 @ 956-718-4091