

Comal Appraisal District

Checklist for Organization Exemptions

The items listed below are basic items needed to process most applications for groups or organizations that may qualify for a total exemption.

- Attach complete copies of the organization's articles of incorporation and by-laws (If the organization is NOT a corporation attach by-laws or other governing documents)
- Fill out the Schedule A (or Schedule AR), description of real property, for each parcel requested to be exempt.

Fill out Schedule B (or Schedule BR), description of personal property, for all personal property requested to be exempt.

- Attach a copy of the warranty deed(s) which shows the organization's ownership of the property.
- If applying for a project that is under "active construction" attach documentation showing that site work, architectural work, soil studies, permits or any other preparation has begun, along with a timeline for completion.
- If applying under Sec. 11.18 (Charitable Organization) the organization must perform at least one of the activities listed under Step 2, Number 4 on the application, please check all that apply.

Please Note: You must apply using the application form that is appropriate to your organization's primary function. Please ensure that a correct mailing address and contact information is submitted on the application.