

# Application for Affordable Housing Tax Exemption in Harris County, Texas

This application is submitted under the provisions of Section 11.1825 of the Texas Property Tax Code. An original copy of this request must be submitted to the Harris County Community Service Department, Office of Economic Development, 8410 Lantern Point Drive, Houston, Texas, 77054. **The Applicant must be the owner of the subject property.**

## Part I - Applicant Information

Application Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Organization Name: \_\_\_\_\_ Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ Local Address: \_\_\_\_\_

Housing Projects Owned in Harris County: \_\_\_\_\_

Years in Harris County: \_\_\_\_\_ Is the Organization a 501 (C)(3): Yes  No

Corporation  Partnership  CHDO

Attach a description of the Applicant including a brief history, structure, development plan and financial statement.

## Part II - Project Information

Location Address: \_\_\_\_\_ City: \_\_\_\_\_

\_\_\_\_\_ School District: \_\_\_\_\_

Legal Description: \_\_\_\_\_ College District: \_\_\_\_\_

\_\_\_\_\_ County: \_\_\_\_\_

Tax Acct. Number(s): \_\_\_\_\_

Attach map showing project location. Provide documentation showing ownership of the subject property.

Project Description:  New Construction  Rehabilitation

Attach statement fully explaining project, describe existing site and improvements, describe all proposed improvements, amenities and projected costs.

Proposed Start Date: \_\_\_\_/\_\_\_\_/\_\_\_\_ Proposed Completion Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

## Project Description

Multifamily Apartments  Single-family Housing  Rental Units

Senior Facility.  Mixed Use  Sale Units

Describe market target, and provide market studies, business plans, or other materials demonstrating economic feasibility of the facility if available.

## Designated Organization Representative as Contact:

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Telephone: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

## Authorized Organization Official:

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Telephone: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Authorized Organization  
Official Signature: **X** \_\_\_\_\_

**HARRIS COUNTY  
TEXAS PROPERTY TAX CODE SEC. 11.1825 TAX EXEMPTION  
PROGRAM GUIDELINES**

To be eligible for consideration, an applicant must provide a completed application. Once a *completed* application is received, Harris County will consider the request within 60 of its receipt.

Nothing herein shall imply or suggest that the Commissioners Court is obligated to grant a tax exemption to any applicant. All qualified applicants shall be considered on a case-by-case basis. A tax exemption is not automatic and will be based on the goals and criteria of the County.

Harris County Community Services Department (“HCCSD”) is charged with determining if there is the need for the type of housing proposed in the subject area and recommending action to the Commissioners Court.

If, in the opinion of the HCCSD, there is substantiated need then it will recommend that Commissioners Court approve a percentage to apply to the requested exemption.

Notice of the County’s actions will be sent to the applicant and to the Chief Appraiser within 5 days of Commissioners Court action.