

Application for Affordable Housing Tax Exemption Harris County

This application, is submitted under the provisions of Section 11.182 of the Texas Property Tax Code. An original copy of this request must be submitted to the Economic Development Division of the Harris County Community & Economic Development Department, 8410 Lantern Point, Houston, Texas, 77054. The Applicant must hold record title to the subject property or have site control.

Part I - Applicant Information

Application Date ____ / ____ / ____

Organization Name: _____

Address: _____

Houston Address: _____

Telephone Number(s): _____

E-mail Address: _____

Housing Projects Owned in Harris County: _____

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

Legal Counsel Name: _____

Address: _____

City: _____ State: _____ Zip: _____ Telephone: _____

Corporation Partnership CHDO

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

Part II - Project Information

Location Address: _____

City: _____ State: _____ Zip: _____ County Precinct: _____

Legal Description: (Attach a Metes and Bounds Description with a Plat Survey) _____

School District: _____ College District: _____

County Tax Acct. Numbers: _____

Attach map showing project location. Provide documentation showing ownership or site control of 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 ____ / ____ / ____

Part III - 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. Include information on all other affordable housing located within 1 mile of the proposed site.

Has a Public Hearing Been Held Yes No Date: _____ Location: _____

Provide proof that all civic and homeowners' associations within 1 mile of the site were notified at least 2 weeks before the public hearing. Include letters of support from such organizations or statements from public officials that attended the hearing(s) that there was no opposition.

Organization Representative to be Contacted:

Name: _____

Title: _____

Address: _____

Telephone No.: _____

Authorized Officer:

Name: _____

Title: _____

Signature: _____

Telephone No.: _____

PROGRAM GUIDELINES

To be eligible for consideration, an applicant must provide the following:

1. Completed Application Form
2. Evidence of Site Control
3. Evidence of Financial Capacity
4. Evidence of need for additional affordable housing in the area

An application will not be considered *complete* until evidence of site control and financial capacity, together with a market study are provided. Once a *completed* application is received, Harris County will consider the request within 60 days of its receipt.

If, in the opinion of the Community & Economic Development Department (CEDD), there is not substantiated need for the type of housing proposed in the subject area, it will recommend that Commissioners Court deny the requested exemption.

If, in the opinion of CEDD, such a need does exist, then a recommendation will be made for a “standard” 25% ad valorem tax exemption.

In certain cases, an enhanced exemption of 50% will be recommended. In order to qualify for this exemption, an applicant must:

1. Hold a Public Hearing for the subject project; regardless of whether such a hearing was required by any state agency or program. Notice must be provided to CEDD.
2. Notices must have been sent at least two weeks in advance of the public hearing to all community groups within a 1 mile radius of the proposed project site. A County representative from the CEDD department must attend the Public Hearing.
3. The project must be properly characterized. For example, if a project is described as a “seniors project,” its occupancy must be limited to seniors and such must be contained in its bond covenants or loan documents.
4. There should be no objections from any business or resident within the 1 mile radius.

To be recommended by Harris County’s Community & Economic Development Department for approval of an Enhanced Affordable Housing Exemption from Commissioners Court, an applicant must submit appropriate documentation evidencing that it has performed the required steps enumerated above.

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