

# Instructions for Completing Historic Tax Exemption Application

Form available at: <https://www.wcad.org/forms-and-applications/>

Submit form through [www.wcad.org/exemption-contact/](http://www.wcad.org/exemption-contact/).

The uploading area at the bottom will not appear until applicant selects "Submit Application" under "Reason for Contact."

Texas Comptroller of Public Accounts Form 50-122

## Application for Historic or Archeological Site Property Tax Exemption

Appraisal District's Name \_\_\_\_\_ Phone (area code and number) \_\_\_\_\_

Address, City, State, ZIP Code \_\_\_\_\_

**GENERAL INSTRUCTIONS:** This application is for use in claiming a property tax exemptions pursuant to Tax Code Section 11.24.

**FILING INSTRUCTIONS:** You must furnish all information and documentation required by this application so that the chief appraiser is able to determine whether the statutory qualifications for the exemption have been met. This document and all supporting documentation must be filed with the appraisal district office in each county in which the property is located. Do not file this document with the Texas Comptroller of Public Accounts. A directory with contact information for appraisal district offices may be found on the Comptroller's website.

**APPLICATION DEADLINES:** You must file the completed application with all required documentation beginning Jan. 1 and no later than April 30 of the year for which you are requesting an exemption.

**ANNUAL APPLICATION REQUIRED:** You must apply for this exemption each year you claim entitlement to the exemption.

**OTHER IMPORTANT INFORMATION**

Pursuant to Tax Code Section 11.45, after considering this application and all relevant information, the chief appraiser may request additional information from you. You must provide the additional information within 30 days of the request or the application is denied. For good cause shown, the chief appraiser may extend the deadline for furnishing the additional information by written order for a single period not to exceed 15 days.

State the tax year for which you are applying for this exemption.

Tax Year \_\_\_\_\_

**STEP 1: Property Owner/Applicant**

Name of Property Owner \_\_\_\_\_

Mailing Address \_\_\_\_\_

City, State, ZIP Code \_\_\_\_\_ Phone (area code and number) \_\_\_\_\_

Property Owner is a(n) (check one):  
 Individual    Partnership    Corporation    Other (specify): \_\_\_\_\_

Name of Person Preparing this Application \_\_\_\_\_ Title \_\_\_\_\_ Driver's License, Personal I.D. Certificate or Social Security Number\* \_\_\_\_\_

If this application is for an exemption from ad valorem taxation of property owned by a charitable organization with a federal tax identification number, that number may be provided in lieu of a driver's license number, personal identification certificate number or social security number: .....

\* Unless the applicant is a charitable organization with a federal identification number, the applicant's driver's license number, personal identification certificate number or social security number is required. Pursuant to Tax Code Section 11.48(a), a driver's license, personal I.D. certificate or social security number provided in an application for an exemption filed with a chief appraiser is confidential and not open to public inspection. The information may not be disclosed to anyone other than an employee of the appraisal office who appraises property, except as authorized by Tax Code Section 11.48(b).

The Property Tax Assistance Division at the Texas Comptroller of Public Accounts provides property tax information and resources for taxpayers, local taxing entities, appraisal districts and appraisal review boards. For more information, visit our website: [comptroller.texas.gov/taxes/property-tax](http://comptroller.texas.gov/taxes/property-tax) 50-122 - 03-17/11

Identifying info for OWNER. Staff will use this to update your contact information.

Identifying info for person who prepared the application form (if not the owner).

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**STEP 2: Property Information**  
Describe the property for which you are seeking this exemption.

Address, City, State, ZIP Code \_\_\_\_\_

Legal Description (if known) \_\_\_\_\_ Appraisal District Account Number (if known) \_\_\_\_\_

**STEP 3: Taxing Units that have Granted an Exemption**  
List the taxing units that have granted an exemption pursuant to Tax Code Section 11.24. For each taxing unit identified, attach copies of documents reflecting official action of the governing body that provides for an exemption.

\_\_\_\_\_

\_\_\_\_\_

**STEP 4: Official Historical and Archeological Designations**

1. Has the property been designated as a Recorded Texas Historic Landmark under Government Code Chapter 442 or as a state archeological landmark under Natural Resources Code Chapter 191 by the Texas Historical Commission? .....  Yes  No  
If yes, attach copies of documents reflecting designation.

2. Has the property been designated as a historically or archeologically significant site in need of tax relief to encourage its preservation pursuant to an ordinance or other law adopted by the governing body of the unit? .....  Yes  No  
If yes, attach copies of documents reflecting designation.

**STEP 5 Read, Sign and Date**  
By signing this application, you certify that the information provided in this application is true and correct.

**print here** → \_\_\_\_\_  
Print Name Title

**sign here** → \_\_\_\_\_  
Authorized Signature Date

If you make a false statement on this application, you could be found guilty of a Class A misdemeanor or a state jail felony under Penal Code Section 37.10.

For more information, visit our website: [comptroller.texas.gov/taxes/property-tax](http://comptroller.texas.gov/taxes/property-tax) Page 2

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Number begins with "R"

Enter "City of Round Rock"

Only RTHL properties check Yes

All applying properties check Yes. City staff will provide supporting documentation to WCAD.

Electronic signature is accepted.

When form is completed, either print, sign and upload via the Exemption Contact Form at [www.wcad.org/exemption-contact/](http://www.wcad.org/exemption-contact/). Under "reason for contact" select "Submit Application" and the exemption screen will appear with an upload area at the bottom.

OR mail to:

Williamson Central Appraisal District  
625 FM 1460  
Georgetown, Texas 78626-8050

Applications must be received by April 30.