

Brazos Central Appraisal District
 1673 Briarcrest Dr., Suite A-101
 Bryan, Texas 77802
 Telephone: (979) 774-4100
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Mark W. Price
 Chief Appraiser

HOMESTEAD APPLICATION FORM REQUIREMENTS EFFECTIVE SEPTEMBER 1, 2011

The following application for residence homestead exemption is the form adopted by the Texas Comptroller. New legislation was passed that requires additional information to be submitted along with the application. Please review page 3 of the application carefully and submit all required documents. **The chief appraiser may not approve an exemption unless the address on the driver's license or state-issued personal identification certificate corresponds to the address on the applicant's vehicle registration receipt or utility bill AND to the address indicated on the application form.**

ALL applications must include:

- 1) a copy of the applicant's driver's license or state-issued personal identification certificate; and
- 2) a copy of the applicant's vehicle registration receipt; or
 - a) if the applicant does not own a vehicle, an affidavit to that effect signed by the applicant; and
 - b) a copy of a utility bill in the applicant's name for the property for which exemption is sought.

Brazos Central Appraisal District also requests additional information not required on the State's form. The information we request is as follows:

Step 4: If you are applying for the Disabled Person Exemption, you must provide proof of the disability.

If you are transferring a school tax limitation from your last home, you must provide the location of the prior home and provide the Tax Ceiling Certificate from that county.

If you are applying for the 100% Disabled Veterans Exemption, you must provide a copy of your award letter or other appropriate document from the United States Department of Veterans Affairs.

If you have questions regarding the residential homestead application or requirements, or need assistance with the form, please call or visit the appraisal district office.

Local Taxing Units Offer the Following Exemptions:

TAXING UNIT	RESIDENTIAL HOMESTEAD		OVER-65 HOMESTEAD		DISABLED PERSONS	
	REQUIRED	OPTIONAL	REQUIRED	OPTIONAL	REQUIRED	OPTIONAL
Brazos County	None	None	None	\$75,000	None	None
Bryan ISD	\$15,000	None	\$10,000	None	\$10,000	None
College Station ISD	\$15,000	None	\$10,000	\$ 5,000	\$10,000	None
Bryan City	None	None	None	\$15,000	None	None
College Station City	None	None	None	\$30,000	None	None
Navasota ISD	\$15,000	20%	\$10,000	None	\$10,000	None

(over)

APPLICATION FOR RESIDENCE HOMESTEAD EXEMPTION INSTRUCTIONS

How to Complete the Application: Fill out this application completely. If you have trouble filling out this form, call the appraisal district. Make sure to include copies of all documents the appraisal district requires.

Step 1: Fill in the year you are applying for, the date you moved into the residence and ownership status.

Step 2: Owner's name and mailing address.

Step 3: Describe the property.

Step 4: Check the exemptions that apply to you.

Step 5: Attach all required documents.

Step 6: Cooperative Housing residents only.

Step 7: Read, sign and date.

AFFIDAVITS: Complete and have notarized if applicable.

Tax Exemptions, Limitations and Qualification Dates

- **General Residence Homestead:** You may only apply for residence homestead exemptions on **one** property in a tax year. A homestead exemption may include up to 20 acres of land that you actually use in the residential use (occupancy) of your home. Arbitrary factors that are unrelated to that use, such as acreage limits, matching legal descriptions, and contiguous parcels, may not be considered in determining if the land qualifies. To qualify for a homestead exemption, you must own and reside in your home on January 1 of the tax year. If you temporarily move away from your home, you can still qualify for an exemption if you don't establish another principal residence and you intend to return in a period of less than two (2) years. Homeowners in military service outside the U.S. or in a facility providing services related to health, infirmity or aging may exceed the two year period.
- **Age 65 or Older or Disability:** You may receive age 65 or older or disability homestead exemptions immediately upon qualification for the exemption. If you have not provided your birth date on this application, you must apply before the first anniversary of your qualification date to receive the exemption in that tax year. For example, if you turn 65 or are disabled on June 1 of the current year, you have until May 31 of the next year to apply for the current tax year's age 65 or older or disability exemption. You must provide a disability letter or other documentation under Federal Old-Age Survivors, and Disability Insurance to qualify for a disability homestead exemption. Call the appraisal district for information about the district's requirements.
- **100% Disabled Veterans:** Beginning in 2009, certain disabled veterans are eligible for 100% exemption for their residence homesteads. Documentation from the Department of Veterans Affairs (VA) must be submitted to prove that the veteran receives full VA compensation and is either rated as 100% disabled or has a determination of unemployability from the VA.
- **Surviving Spouse:** You qualify for an extension of the exemption for persons age 65 and older if (1) you are 55 years of age or older on the date your spouse died and (2) your deceased spouse was receiving the age 65 or older exemptions on this residence homestead or would have applied and qualified for the exemption in the year of the spouse's death. You will not receive the school tax limitation for the age 65 or older exemption unless your spouse died on or after December 1, 1987. You will not qualify for a disability exemption or a 100% disabled veteran exemption claimed by your deceased spouse. You are not entitled to continue the school tax limitation; however, you will be entitled to continue the local option county, city or junior college limitation.
- **Tax Limitations:** The age 65 or older or disability exemption for school taxes includes a school tax limitation or ceiling. Other types of taxing units – county, city or junior college – have the option to grant a tax limitation on homesteads of homeowners who are disabled or 65 years of age or older.
- **Re-filing:** If the chief appraiser grants your application for exemption, you do not need to reapply annually. You must reapply, however, if the chief appraiser requires you to do so by sending a new application asking you to reapply. You must notify the chief appraiser in writing if and when your right to any exemption ends or your qualifications change. You must reapply if you qualify for additional exemptions based on age or disability in the future. If, however, your application information indicates that your age is 65 or older, or the appraisal district has access to other information that proves you qualify, you need not re-file for the age 65 or older exemption. To ensure the earliest possible qualification without reapplication, the older spouse should complete the application for a married couple.
- **Transfer of Tax Limitation or Ceiling:** Please call the appraisal district if you will transfer a tax ceiling to your new home.



Application for Residence Homestead Exemption

Property Tax
Form 50-114

BRAZOS CENTRAL APPRAISAL DISTRICT

979-774-4100

Appraisal District's Name

Phone (area code and number)

1673 BRIARCREST DR., SUITE A-101 BRYAN, TEXAS 77802

Street Address, City, State, ZIP Code

GENERAL INSTRUCTIONS: This application is for use in claiming general homestead exemptions pursuant to Tax Code §11.13 and §11.131. The exemptions apply to your residence homestead that you own and occupy as your principal residence. You must furnish all information and documentation required by the application.

WHERE TO FILE: File the completed application and all required documents with the appraisal district for the county in which the property is located.

APPLICATION DEADLINES: For homestead exemptions other than the age 65 and over or disabled person homestead exemptions provided in Tax Code §11.13(c) and (d), you must file the completed application with all required documentation between January 1 and no later than April 30 of the year for which you are requesting an exemption. If you qualify for an age 65 and over homestead exemption provided in Tax Code §11.13(c) or (d), you must apply for the exemption no later than the first anniversary of the date you qualify for the exemption. If you qualify for a disabled person homestead exemption provided in Tax Code §11.13(c) or (d), you must apply for the exemption no later than the first anniversary of the date you qualify for the exemption. Pursuant to Tax Code §11.431, you may file a late application for a residence homestead exemption, including a 100% disabled veteran residence homestead exemption, after the deadline for filing has passed if it is filed not later than one year after the delinquency date for the taxes on the homestead.

WHEN NEW APPLICATION REQUIRED: Pursuant to Tax Code §11.43(c), if the chief appraiser grants your exemption(s), you do not need to reapply annually. However, the chief appraiser may require you to file a new application to confirm your current qualification for the exemption(s) by delivering to you a written notice that a new application is required, accompanied by an appropriate application form. Also, for most exemptions, you must file a new application to claim an exemption that you qualify for in the future if you do not currently qualify.

DUTY TO NOTIFY: You have a duty to notify the chief appraiser when your entitlement to any exemption ends.

OTHER IMPORTANT INFORMATION

Pursuant to Tax Code §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.

STEP 1: State the year for which you are seeking exemption(s), the date you moved in, and your ownership status.

State the year for which you are seeking exemption(s)

State the date you began occupying the property as your principal residence

Do you own the property for which you are seeking an exemption? (check one): Yes No

STEP 2: Provide information regarding all owners of the property for which you are seeking exemption(s) (attach additional sheets if needed).

Owner's Name (person completing application)

Mailing Address

City, State, and ZIP Code

Phone (area code and number)

Driver's License, Personal ID Certificate, or Social Security Number*

Birth Date**

Percent Ownership in Property

Other Owner's Name(s) (if any)

Other Owner's Percent Ownership

* Pursuant to Tax Code Section 11.43(f), you are required to furnish this information. A driver's license number, personal identification certificate number, or social security account 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).

** Tax Code Section 11.43(m) allows a person who receives a general homestead exemption in a tax year to receive the age 65 or older exemption for an individual 65 years of age or older in the next tax year on the same property without applying for the age 65 or older exemption if the person becomes 65 years of age in that next year as shown by information in the records of the appraisal district that was provided to the appraisal district by the individual in an application for a general residence homestead exemption.

STEP 3: Describe the property for which you are seeking exemption(s).

Street Address, City, State, and ZIP Code _____

Legal Description (if known) _____

Appraisal District Account Number (if known) _____

Number of acres (not to exceed 20) used for residential occupancy of the structure:
(Note: the structure and the land and improvements must have identical ownership) _____ acres

For a MANUFACTURED HOME, state the make, model and identification number _____

Step 4: Identify exemptions that apply to you and state whether you are transferring a tax ceiling.

Brief descriptions of qualifications for the exemptions listed are provided under each listing; however, to obtain complete information, you should consult the Tax Code. For assistance, you may contact your appraisal district or the Comptroller's Property Tax Assistance Division. If your appraisal district has not provided with this application a list of taxing units served by the appraisal district with all residential homestead exemptions each taxing unit offers, you may call the appraisal district to determine what homestead exemptions are offered by your taxing units.

GENERAL RESIDENCE HOMESTEAD EXEMPTION (Tax Code §11.13):
You may qualify for this exemption if for the current year and, if filing a late application, for the year for which you are seeking an exemption: (1) you owned this property on January 1; (2) you occupied it as your principal residence on January 1; and (3) you and your spouse do not claim a residence homestead exemption on any other property.

DISABLED PERSON EXEMPTION (Tax Code §11.13(c), (d)):
You may qualify for this exemption if you are under a disability for purposes of payment of disability insurance benefits under Federal Old-Age, Survivors, and Disability Insurance. You can't receive an age 65 or older exemption if you receive this exemption.

AGE 65 OR OLDER EXEMPTION (Tax Code §11.13(c), (d)):
You may qualify for this exemption if you are 65 years of age or older. You cannot receive a disability exemption if you receive this exemption.

SURVIVING SPOUSE OF INDIVIDUAL WHO QUALIFIED FOR AGE 65 OR OLDER EXEMPTION UNDER TAX CODE §11.13(d) (Tax Code §11.13(q)):
You may qualify for this exemption if: (1) your deceased spouse died in a year in which he or she qualified for the exemption under Tax Code §11.13(d); (2) you were 55 years of age or older when your deceased spouse died; and (3) the property was your residence homestead when your deceased spouse died and remains your residence homestead. You can't receive this exemption if you receive an exemption under Tax Code §11.13(d).

Name of Deceased Spouse

Date of Death

100% DISABLED VETERANS EXEMPTION (Tax Code §11.131):
You may qualify for this exemption if you are a disabled veteran who receives from the United States Department of Veterans Affairs or its successor: (1) 100 percent disability compensation due to a service-connected disability; and (2) a rating of 100 percent disabled or individual unemployability. If you qualify for a 100% disabled veteran's exemption after January 1 of a tax year that begins on or after January 1, 2012, you may receive the exemption for the applicable portion of that tax year immediately on qualification for the exemption.

SURVIVING SPOUSE OF DISABLED VETERAN WHO RECEIVED THE 100% DISABLED VETERAN'S EXEMPTION (Tax Code §11.131):
You may qualify for this exemption if you were married to a disabled veteran who qualified for an exemption under Tax Code §11.131 at the time of his or her death and: (1) you have not remarried since the death of the disabled veteran and (2) the property was your residence homestead when the disabled veteran died and remains your residence homestead.

Name of Deceased Spouse

Date of Death

Check if you seek to transfer a school tax limitation from your last home pursuant to Tax Code §11.26(h).

STEP 5: Attach required documents.

Include with **ALL** applications (*Note: The chief appraiser may not approve an exemption unless the address on the driver's license or state-issued personal identification certificate corresponds to the address on the applicant's vehicle registration receipt or utility bill AND the address indicated on the application form.*):

- 1) a copy of the applicant's driver's license or state-issued personal identification certificate; **and**
- 2) a copy of the applicant's vehicle registration receipt; **or**
 - a) if the applicant does not own a vehicle, an affidavit to that effect signed by the applicant; **and**
 - b) a copy of a utility bill in the applicant's name for the property for which exemption is sought.

Include with applications that include a request for an **AGE 65 OR OLDER OR DISABLED** exemption:

In addition to the information identified above, an applicant for an age 65 or older or disabled exemption who is not specifically identified on a deed or other instrument recorded in the applicable real property records as an owner of the residence homestead must provide an affidavit or other compelling evidence establishing the applicant's ownership of an interest in the homestead.

Include with applications for **MANUFACTURED HOMES**:

For a **manufactured home** to qualify for a residence homestead, applicant must **ALSO** include:

- 1) a copy of the statement of ownership and location for the manufactured home issued by the Texas Department of Housing and Community Affairs showing that the applicant is the owner of the manufactured home;
- 2) a copy of the purchase contract or payment receipt showing that the applicant is the purchaser of the manufactured home; **or**
- 3) a sworn affidavit by the applicant indicating that:
 - a) the applicant is the owner of the manufactured home;
 - b) the seller of the manufactured home did not provide the applicant with a purchase contract; **and**
 - c) the applicant could not locate the seller after making a good faith effort.

STEP 6: (Cooperative Housing Residents Only) Provide statement regarding your right to occupy the property.

Do you have an exclusive right to occupy this unit because you own stock in a cooperative housing corporation? Yes No

STEP 7: Read, sign, and date.

By signing this application, you state that the facts in this application are true and correct, that you do not claim a residence homestead exemption on another residence homestead in Texas, and that you do not claim a residence homestead exemption on a residence homestead outside of Texas.

NOTICE REGARDING PENALTIES FOR MAKING OR FILING AN APPLICATION CONTAINING A FALSE STATEMENT: If you make a false statement on this form, you could be found guilty of a Class A misdemeanor or a state jail felony under Section 37.10, Penal Code.

Your signature on this application constitutes a sworn statement that you have read and understand the *Notice Regarding Penalties for Making or Filing an Application Containing a False Statement*.

sign here ➔

Authorized Signature _____

Date _____

Printed Name _____

AFFIDAVITS: Complete and have notarized, if applicable (See Step 5, above).

NON-OWNERSHIP OF MOTOR VEHICLE AFFIDAVIT

STATE OF TEXAS
COUNTY OF _____

Before me, the undersigned authority, personally appeared _____,
who, being by me duly sworn, deposed as follows:

“My name is _____. I am over 18 years of age and I am otherwise fully competent
to make this affidavit. I have personal knowledge of the facts contained herein and all of same are true and correct.

I do not own a vehicle.

Further, Affiant sayeth not.”

Signature of Affiant

SUBSCRIBED AND SWORN TO before me this, the
_____ day of _____, _____

Notary Public in and for the State of Texas

My Commission expires: _____

AGE 65 OR OLDER/DISABLED EXEMPTION AFFIDAVIT

STATE OF TEXAS
COUNTY OF _____

Before me, the undersigned authority, personally appeared _____,
who, being by me duly sworn, deposed as follows:

“My name is _____. I am over 18 years of age and I am otherwise fully competent
to make this affidavit. I have personal knowledge of the facts contained herein and all of same are true and correct.

I have a _____ percent ownership in the residence homestead identified in the foregoing exemption application.

Further, Affiant sayeth not.”

Signature of Affiant

SUBSCRIBED AND SWORN TO before me this, the
_____ day of _____, _____

Notary Public in and for the State of Texas

My Commission expires: _____

MANUFACTURED HOME AFFIDAVIT

STATE OF TEXAS
COUNTY OF _____

Before me, the undersigned authority, personally appeared _____,
who, being by me duly sworn, deposed as follows:

“My name is _____. I am over 18 years of age and I am otherwise fully competent
to make this affidavit. I have personal knowledge of the facts contained herein and all of same are true and correct.

I am the owner of the manufactured home identified in the foregoing exemption application. The seller of the manufactured home did not provide me with a
purchase contract and I could not locate the seller after making a good faith effort.

Further, Affiant sayeth not.”

Signature of Affiant

SUBSCRIBED AND SWORN TO before me this, the
_____ day of _____, _____

Notary Public in and for the State of Texas

My Commission expires: _____