

**CONFIDENTIAL 2017
BUSINESS PERSONAL PROPERTY
RENDITION OF TAXABLE PROPERTY
WITH A TOTAL VALUE GREATER THAN \$20,000**



Complete and return by April 15th to:
**TARRANT APPRAISAL DISTRICT
BPP RENDITION PROCESSING
2500 HANDLEY-EDERVILLE ROAD
FORT WORTH, TEXAS 76118**



12345678

TAD USE ONLY - RECEIPT STAMP HERE

TAD USE ONLY - BAR CODE HERE

NAME OF BUSINESS: Sample Tarrant County	ACCOUNT NUMBER: 12345678
OWNER'S NAME: Bob Jones Jones & Co	TAX DISTRICT CODE: TA-59
MAILING ADDRESS: 123 S. Burlington Fort Worth, TX 55555-1234	BUSINESS CLASS: 242424
OWNER'S PHONE: (817) 555-1234 Ext 567890	BUSINESS DESCRIPTION: Widget manufacturing, specializing in custom widgets of any make or model
LOCATION ADDRESS: 4456 E. Elwood Fort Worth, TX 55555-1234	TAX AGENT CODE: TX: 1234567
	PIN: 12345678

1. READ THIS: The attachments to this rendition form contain important information regarding filing requirements, property appraisal terminology, and the guidelines that TAD uses to classify, depreciate, and value the assets that you render. Please read all of the attachments in their entirety before proceeding.

2. BUSINESS INFORMATION / STATUS - OPTIONAL

Business Type: Manufacturing Wholesale Retail Service New Business
Ownership Type: Individual Corporation Partnership Other: _____
Business Start Date: 05/15/1985 Square Feet Occupied: 12,800 Sales Tax Permit Number: _____

If you **entered and/or changed** any info above or if the business **sold, moved, or closed**, darken the appropriate bubble and provide the requested info.

I entered and/or changed business information above which may not currently be reflected on TAD records.

SOLD Sale Date: _____ Buyer's Name: _____ Buyer's Phone: _____
Buyer's Address: _____

MOVED Move Date: 09/16/2014 New Location: 4456 E. Elwood **CLOSED** Close Date: _____

3. MARKET VALUE OF BUSINESS PERSONAL PROPERTY

A. Complete Steps 3.1 and 3.2 (if applicable) on page 2 then return to Step B below.
B. If you chose to provide a "Good Faith Estimate Of Market Value" at Step 3.1 - Box G1, complete Step C below. Otherwise, go to Step D.
NOTE: For Steps C and E, please fill applicable blocks with a dark and legible whole number (ex: \$52,345.06 = \$).

C. THIS STEP MUST BE COMPLETED IF YOU CHOOSE NOT TO PROVIDE A "HISTORICAL COST VALUE ESTIMATE" AT STEPS 3.3 & 3.E

C-1. My "Good Faith Estimate of Market Value" from Step 3.1 - Box G1 of this form is \$ | **C-2.** If your value estimate for this step is based on depreciation schedules for federal income tax purposes, **darken this bubble** →

D. If you **did not** provide a "Good Faith Estimate of Market Value" at Step 3.1, complete Step 3.3 on page 2 then return to Step E below. Otherwise, go to Step 4 "Signature and Affirmation".

E. THIS STEP MUST BE COMPLETED IF YOU CHOOSE NOT TO PROVIDE A "GOOD FAITH ESTIMATE OF MARKET VALUE" AT STEPS 3.1 & 3.C

E-1. My "Historical Cost Value Estimate" from Step 3.3 - Box G2 of this form is \$ | **E-2.** If you also provided a value estimate at Step 3.C and **it did not represent the same assets** as this step, **darken this bubble** →

4. SIGNATURE AND AFFIRMATION

A. Are you the property owner, an employee of the property owner, or an employee of an affiliated company acting on behalf of the property owner? Yes No
B. "Instead of completing this entire form, I choose to satisfy the filing requirement for January 1, 2017 by affirming that the information on the rendition submitted for January 1, 2016 for the same Tarrant Appraisal District account number as this continues to be complete and accurate in accordance with Texas Property Tax Code Section 22.01" Yes No
C. This form must be signed and dated. By doing so, you attest that the information contained on it is true and correct to the best of your knowledge and belief. If you answered "Yes" at Step A above, you need only provide your **Signature, Printed Name,** and the **Date** below - no notarization is required. If you answered "No" at Step A above, you must complete **all** of the following (including notarization) as the owner's agent: "I swear that the information provided on this form is true and correct to the best of my knowledge and belief".

sign here > Signature: _____ Printed Name: John Doe Date: 04/10/2017
Company: John Doe Company Title: _____ Phone Number: (918) 555-1212 Ext 1234 TAD Agent Number (if applicable): TX: 1234567

Subscribed and sworn before me this: _____ day of _____, 2017. **notary seal >**
Notary Public, State of Texas

Identify by type/category and location all taxable business personal property in your possession on January 1 by darkening the "YES" or "NO" bubble (•). If you managed or controlled property as an agent on January 1, **attach a list of the names and addresses of each property owner.** A "Good Faith Estimate Of Market Value" is your best estimate of what the property would have sold for in U.S. dollars on January 1 of the current tax year if it had been on the market for a reasonable length of time and neither you or the purchaser was forced to buy or sell. For inventory, it is the price for which the property would have sold as a unit to a purchaser who would continue the business. The "Good Faith Estimate Of Market Value" section will assist the appraisal district in valuing your property and **must be completed if you choose not to provide a "Historical Cost Value Estimate" at Steps 3.3 and 3.E.** If you choose to provide a "Good Faith Estimate Of Market Value", complete Box 1A - F1 then total in Box G1 or simply place an overall estimate in Box G1. **Transfer Box G1 to Step 3.C on page 1 of this form.**

THIS SECTION MUST BE COMPLETED IF YOU CHOOSE <u>NOT</u> TO PROVIDE A "HISTORICAL COST VALUE ESTIMATE" AT STEPS 3.3 & 3.E	
GOOD FAITH ESTIMATE OF MARKET VALUE	
A1	500
B1	
C1	1,200
D1	
E1	500
F1	16,700
GRAND TOTAL G1	18,900

TYPE/CATEGORY OF BUSINESS PERSONAL PROPERTY	YES	NO	PROPERTY ADDRESS OR ADDRESS WHERE TAXABLE	DESCRIPTION & QUANTITY OF EACH TYPE OF INVENTORY, IF APPLICABLE
A. FURNITURE, MACHINERY, SIGNS & LEASEHOLD	<input checked="" type="radio"/>	<input type="radio"/>		Qty=1200 Raw Materials
B. OFFICE EQUIPMENT & ELECTRONICS	<input type="radio"/>	<input checked="" type="radio"/>		Qty=500 Works in Progress
C. COMPUTER & DATA EQUIPMENT	<input checked="" type="radio"/>	<input type="radio"/>		
D. PASSENGER VEHICLES* & TRAILERS	<input type="radio"/>	<input checked="" type="radio"/>		
E. OTHER ASSETS <small>Complete and attach 'Schedule E' included with this form.</small>	<input checked="" type="radio"/>	<input type="radio"/>	123 Anderson Ave	
F. INVENTORY (MERCHANDISE & SUPPLIES)	<input checked="" type="radio"/>	<input type="radio"/>		

* If qualified, attach a completed exemption application for one mixed-use business/personal motor vehicle, but do not include its value above.

TRANSFER THIS NUMBER TO STEP 3.C ON PAGE 1

GRAND TOTAL G1

3.2 PROPERTY UNDER BAILMENT, LEASE, CONSIGNMENT, OR OTHER ARRANGEMENT

If you have taxable business personal property that was in your possession or under your management on January 1 by bailment, lease, consignment or other arrangement, **attach a list identifying the property owner's name, address, and a description of the property.**

THIS STEP MUST BE COMPLETED IF YOU CHOOSE NOT TO PROVIDE A 'GOOD FAITH ESTIMATE OF MARKET VALUE' AT STEPS 3.1 & 3.C

3.3 HISTORICAL COST VALUE ESTIMATE WORKSHEET

The "Historical Cost Value Estimate" step will assist the appraisal district in valuing your property and **must be completed if you choose not to provide a "Good Faith Estimate of Market Value" at Steps 3.1 and 3.C.** In the categories provided below, enter the **HISTORICAL COST** by acquisition **YEAR** of assets that were on hand at your place of business on January 1. Multiply these costs by the corresponding % **GOOD** factor and place this figure in the **DEPRECIATED VALUE** box then **TOTAL** at the bottom of each category (Box A2-F2). Enter these in "G. Summary of Values" for a **GRAND TOTAL** (Box G2). **Transfer Box G2 to Step 3.E on page 1 of this form.**

A. FURNITURE, MACHINERY, SIGNS & LEASEHOLD				B. OFFICE EQUIPMENT & ELECTRONICS				C. COMPUTER & DATA EQUIPMENT				D. PASSENGER VEHICLES* & TRAILERS			
YEAR	HISTORICAL COST	% GOOD	DEPRECIATED VALUE	YEAR	HISTORICAL COST	% GOOD	DEPRECIATED VALUE	YEAR	HISTORICAL COST	% GOOD	DEPRECIATED VALUE	YEAR	HISTORICAL COST	% GOOD	DEPRECIATED VALUE
2016	750	X .90 =	675	2016	800	X .83 =	664	2016	13,525	X .75 =	10,144	2016	22,400	X .83 =	18,592
2015		X .81 =		2015		X .69 =		2015	7,950	X .56 =	4,452	2015		X .69 =	
2014		X .73 =		2014	350	X .58 =	203	2014	2,100	X .42 =	882	2014		X .58 =	
2013	200	X .66 =	132	2013	1,800	X .48 =	864	2013		X .32 =		2013		X .48 =	
2012		X .59 =		2012		X .40 =		2012		X .16 =		2012		X .40 =	
2011		X .53 =		2011		X .33 =		11 & Prior	11,000	X .08 =	880	2011		X .33 =	
2010		X .48 =		2010		X .22 =		TOTAL C2				2010		X .22 =	
2009		X .43 =		2009		X .15 =					16,358	2009		X .15 =	
2008		X .39 =		08 & Prior	3,000	X .10 =	300					08 & Prior	7,500	X .10 =	750
2007		X .35 =		TOTAL B2				2,031				TOTAL D2			
2006		X .28 =													19,342
2005		X .22 =													
2004		X .18 =													
2003		X .14 =													
02 & Prior	5,500	X .11 =	605												
TOTAL A2			1,412	TOTAL E2			5,558								

* If required, attach a completed exemption application for one mixed-use business/personal motor vehicle, but do not include its value above.

E. OTHER ASSETS <small>Complete and attach 'Schedule E' included with this form.</small>	DEPRECIATED VALUE
	5,558
F. INVENTORY (MERCHANDISE AND SUPPLIES)	
HISTORICAL COST	
2,375	TOTAL F2

If you make any adjustments to 100% Historical Cost, report Inventory as a Good Faith Estimate in Sec. 3.1 above.

G. SUMMARY OF DEPRECIATED VALUES & HISTORICAL COST OF INVENTORY	
TYPE / CATEGORY	DEPRECIATED VALUES & HIST. COST OF INVENTORY
A. FURNITURE, MACHINERY, SIGNS & LEASEHOLD	A2 1,412
B. OFFICE EQUIPMENT & ELECTRONICS	B2 2,031
C. COMPUTER & DATA EQUIPMENT	C2 16,358
D. PASSENGER VEHICLES & TRAILERS	D2 19,342
E. OTHER ASSETS <small>Complete and attach 'Schedule E' included with this form.</small>	E2 5,558
F. INVENTORY (MERCHANDISE AND SUPPLIES)	F2 2,375

TRANSFER THIS NUMBER TO STEP 3.E ON PAGE 1

GRAND TOTAL G2

47,076

Tarrant Appraisal District - Supplemental Schedule

Sample Tarrant County (Bob Jones)

Account # 12345678

Tax Year 2017

3.1 - Property Owned/Controlled as an Agent (property, owner's name & address)

Widget Lathe - Brad Smith, 123 any street, Fort Worth TX
 Widget Die machine - WDM & Co, 444 N. Lakewood, Fort Worth TX
 Widget Wonder Mold Maker - 3492 S. Dallas Ave, Fort Worth TX
 Wonder World of Widget Casters - 432 Englewood, Houston TX 55555-1234

Schedule E - Other Assets

Asset Description	LIFE	Yr Acq	Age	PG%	Cost	FMV Calc	FMV Override	Depr. Calc. As (optional write-in)
Other asset #1	10	2016	1	90	500	450		
Other Asset #3	10	2016	1	90	5,000	4,500		
	10	in 2016	*		5,500	4,950		
Other Asset #2	10	in 2015	* 2	81	750	608		
Misc asset	10	in 2014	* 3	73	0		500	
Grand Totals - Other Assets					\$6,250	\$5,558	\$500	

* Contains total(s) for the LIFE/YearAcq

3.2 - Property under Bailment, Lease, Consignment, or Other Arrangement

Owner's Name	Owner's Address	Phone Number	Property Description	Cost/Selling Price if stated in Lease/Cons.	Annual Rent If Lease
Tim Anderson	333 Beltway Drive, Dallas TX 55555	(214) 555-1234	Lease some widget stuff	\$5,000	\$500

Additions & Deletions - Current Year

TAX YEAR 2017

Name: <u>Sample Tarrant County (Bob Jones)</u>	State <u>Texas</u>
Address: <u>4456 E. Elwood - Fort Worth, TX 55555-1234</u>	County <u>Tarrant</u>
Account #.....: <u>12345678</u>	

ADDITIONS DURING THE CURRENT REPORTING YEAR - 2016						ASSESSOR USE ONLY				
Item Number	Computer & Data Equipment	Year Acquired		Cost	FMV	CLASS	LIFE YEARS	% GOOD	DEPR FACTOR	RCLND
		New	Used							
6	Original DELL computers	2016		5,525						
9	Laptops for salespeople	2016		8,000						

Additions for Computer & Data Equipment \$13,525

Item Number	Furniture, Machinery, Signs, & Leasehold	Year Acquired		Cost	FMV	CLASS	LIFE YEARS	% GOOD	DEPR FACTOR	RCLND
		New	Used							
1	Desk	2016		750						

Additions for Furniture, Machinery, Signs, & Leasehold \$750

Item Number	Inventory	Year Acquired		Cost	FMV	CLASS	LIFE YEARS	% GOOD	DEPR FACTOR	RCLND
		New	Used							
18	Raw Materials	2016			3,000					
19	Works in Progress	2016			13,700					
26	Inventory #1	2016		2,000						
27	Inventory #2	2016		375						

Additions for Inventory \$2,375 \$16,700

Item Number	Office Equipment & Electronics	Year Acquired		Cost	FMV	CLASS	LIFE YEARS	% GOOD	DEPR FACTOR	RCLND
		New	Used							
14	Electronic gizzmo	2016		800						

Additions for Office Equipment & Electronics \$800

Item Number	Other Assets	Year Acquired		Cost	FMV	CLASS	LIFE YEARS	% GOOD	DEPR FACTOR	RCLND
		New	Used							
23	Other asset #1	2016		500						
25	Other Asset #3	2016		5,000						

Additions for Other Assets \$5,500

Item Number	Passenger Vehicles & Trailers	Year Acquired		Cost	FMV	CLASS	LIFE YEARS	% GOOD	DEPR FACTOR	RCLND
		New	Used							
22	New pickup	2016		22,400						

Additions for Passenger Vehicles & Trailers \$22,400

Item Number	Property under Bailment, Lease, Consignment, or Other Arrangement	Year Acquired		Cost	FMV	CLASS	LIFE YEARS	% GOOD	DEPR FACTOR	RCLND
		New	Used							
28	Lease some widget stuff	2016		5,000						

Lease Information

Contract # (if applicable):

Owner Name : Tim Anderson
 Address : 333 Beltway Drive, Dallas TX 55555
 Phone : (214) 555-1234

Payment: \$500
 Selling Price: \$5,000

Additions for Property under Bailment, Lease, Consignment, or Other Arrang \$5,000

Total Additions Reported for Tax Year 2017 → (cost) \$50,350 \$16,700 (fmv) *FMV contains a combination of manual entries and calculations.*

Item#	Description	Year Acq	New/Used	Age	Qty	L F	PV %	Cost	Calced FMV	Manual FMV	Category
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Computer & Data Equipment											
6	Original DELL computers	2016	N-1		4	75		5,525	4,144		Computer & Data Equipment
9	Laptops for salespeople	2016	N-1		4	75		8,000	6,000		Computer & Data Equipment
Total for 2016								13,525	10,144		
8	Gateway computers	2015	N-2		4	56		3,500	1,960		Computer & Data Equipment
20	Servers	2015	N-2		4	56		4,450	2,492		Computer & Data Equipment
Total for 2015								7,950	4,452		
7	Dell laptop	2014	N-3		4	42		2,100	882		Computer & Data Equipment
10	Estimate of unknown computer	2013	N-4	3	4	32				1,200	Computer & Data Equipment
21	Original computers and printers	1997	N-20		4	8		11,000	880		Computer & Data Equipment
Total Cost for Computer & Data Equipment								\$34,575	\$16,358	\$1,200	(FMV)

Furniture, Machinery, Signs, & Leasehold											
1	Desk	2016	N-1		10	90		750	675		Furniture, Machinery, Signs, & Leasehold
4	Estimated value of widget bender	2014	N-3		10	73				500	Furniture, Machinery, Signs, & Leasehold
2	2 cabinets	2013	N-4		10	66		200	132		Furniture, Machinery, Signs, & Leasehold
3	Outdoor sign	2000	N-17		10	11		2,500	275		Furniture, Machinery, Signs, & Leasehold
5	Original chairs	1997	N-20		10	11		3,000	330		Furniture, Machinery, Signs, & Leasehold
Total Cost for Furniture, Machinery, Signs, & Leasehold								\$6,450	\$1,412	\$500	(FMV)

Inventory											
18	Raw Materials	2016	N-1	1200						3,000	Inventory
19	Works in Progress	2016	N-1	500						13,700	Inventory
26	Inventory #1	2016	N-1					2,000			Inventory
27	Inventory #2	2016	N-1					375			Inventory
Total for 2016								2,375		16,700	(FMV)
Total Cost for Inventory								\$2,375		\$16,700	(FMV)

Office Equipment & Electronics											
14	Electronic gizzmo	2016	N-1		6	83		800	664		Office Equipment & Electronics
13	HP Laser printer	2014	N-3		6	58		350	203		Office Equipment & Electronics
15	New multi-purpose color laser	2013	N-4		6	48		1,800	864		Office Equipment & Electronics
11	Fax machine	1997	N-20		6	10		500	50		Office Equipment & Electronics
12	Laser printers	1997	N-20		6	10		2,500	250		Office Equipment & Electronics
Total for 1997								3,000	300		
Total Cost for Office Equipment & Electronics								\$5,950	\$2,031		

Other Assets											
23	Other asset #1	2016	N-1		10	90		500	450		Other Assets
25	Other Asset #3	2016	N-1		10	90		5,000	4,500		Other Assets
Total for 2016								5,500	4,950		
24	Other Asset #2	2015	N-2		10	81		750	608		Other Assets
17	Misc asset	2014	N-3	2	10	73				500	Other Assets
Total Cost for Other Assets								\$6,250	\$5,558	\$500	(FMV)

Passenger Vehicles & Trailers											
22	New pickup	2016	N-1		6	83		22,400	18,592		Passenger Vehicles & Trailers
16	Pickup	2007	U-15		6	10		7,500	750		Passenger Vehicles & Trailers
Total Cost for Passenger Vehicles & Trailers								\$29,900	\$19,342		

Property under Bailment, Lease, Consignment, or Other Arrangement											
28	Lease some widget stuff	2016	N-1					5,000			Property under Bailment, Lease, Consignment, or Other Arrangement
Lease/Consignment Info:		Tim Anderson, 333 Beltway Drive, Dallas TX 55555, (214) 555-1234 Payment/Rent : \$500									
Total Cost for Property under Bailment, Lease, Consignment, or Other Arrangement								\$5,000			

Grand Totals for All 28 Assets	\$90,500	\$44,701	\$18,900	(FMV)
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Total(s) may include assets leased or consigned from others.

**EXTENSION REQUEST FOR 2017
BUSINESS PERSONAL PROPERTY
RENDITION FILING DEADLINE**

Texas: <u>Tarrant County</u>	
BPP Processing 2500 Handley-Ederville Road Fort Worth, TX 76118-6909 817-284-9101	
Account Number (if known): 12345678	

COUNTY USE ONLY - (STAMP ETC)

Appraisal District Name:
Tarrant County Appraisal District



Specify the mailing address where you would like our reply to this submission sent (if applicable).

Name: John Doe Company
Attn: John Doe
Address: 123 CPA Avenue
City/St/Zip: Accountant City, OK 55555

COUNTY USE ONLY - DETERMINATION HERE

Extension to May 15th May 30th is Granted Denied

Comments: _____

Appraiser: _____ Date: _____

1. READ THIS

To ensure timely processing, please: (1) use a separate form for each account, (2) complete all applicable sections, and (3) provide your return mailing address above. Deadlines that fall on weekends and legal holidays are extended to the next regular business day. Completed business personal property renditions must be delivered to the chief appraiser after January 1st and not later than April 15th each year. On timely written request by the property owner, the chief appraiser shall automatically extend a deadline for filing a rendition by 30 days to May 15th. If the initial 30 day extension is timely requested, the chief appraiser may further extend the deadline an additional 15 days to May 30th upon good cause shown timely in writing by the property owner.

2. OWNER / BUSINESS INFORMATION

Owner/Manager's Name: Bob Jones (dba Jones & Co)	Business Name: Sample Tarrant County
Owner's Address: 123 S. Burlington	Business Location: 4456 E. Elwood
Owner's City, State, ZIP Code: Fort Worth, TX 55555-1234	Business Mailing Address: 4456 E. Elwood
Owner's Phone (area code and number) and Fax Number: (817) 555-1234 Ext 567890 - Fax: (817) 555-4321	Business City, State, ZIP Code: Fort Worth, TX 55555-1234
Agent's name: John Doe Company (John Doe)	Business Phone (area code and number) and Fax Number: (817) 111-2222 - Fax: (817) 333-4444
Agent's Address: 123 CPA Avenue	Square Footage: 12,800
Agent's City, State, or ZIP Code: Accountant City, OK 55555	Description of Business: Widget manufacturing, specializing in custom widgets of any make or model
Agent's Phone (area code and number) and Fax Number: (918) 555-1212 Ext 1234 - Fax: (918) 111-5555	

3. EXTENSION REQUEST

- I request an automatic 30 day extension to May 15th for filing a rendition on the property described in Section 2.
- I have previously been granted a 30 day extension to May 15th for filing a rendition on the property described in Section 2 and request an additional 15 day extension to May 30th for the following good cause:
- _____
- _____

4. SIGNATURE

This form must be signed and dated. By signing this document, you attest that the information contained on it is true and correct to the best of your knowledge and belief, and if applicable, that you are authorized to represent the property owner in this matter.

SIGN HERE	_____	<u>John Doe</u>	<u>04/10/2017</u>
	Signature	Printed name	Date
	<u>John Doe Company</u>	<u>Vice President</u>	<u>1234567</u>
	Company Name	Title	Agent Number (if applicable)

GENERAL INSTRUCTIONS: This form is for use in rendering, pursuant to Tax Code Section 22.01, tangible personal property used for the production of income that you own or manage and control as a fiduciary on January 1 of this year.

FILING AND DEADLINES: Rendition statements and property reports must be delivered to the chief appraiser after January 1 and not later than April 15, except as provided by Tax Code Section 22.01. On written request by the property owner, the chief appraiser shall extend a deadline for filing a rendition statement or property report to May 15. The chief appraiser may further extend the deadline an additional 15 days upon good cause shown in writing by the property owner. Pursuant to Tax Code Section 22.01, if an exemption applicable to a property on January 1 terminates during the tax year, the person who owns or acquires the property on the date applicability of the exemption terminates shall render the property for taxation within 30 days after the date of termination. If the chief appraiser denies an application for an exemption for property subject to rendition pursuant to Tax Code Section 22.01(a), the person who owns the property on the date the application is denied shall render the property for taxation in the required manner within 30 days after the date of denial.

INSPECTION OF PROPERTY: Pursuant to Tax Code Section 22.07, the chief appraiser or his authorized representative may enter the premises of a business, trade, or profession and inspect the property to determine the existence and market value of tangible personal property used for the production of income and having a taxable situs in the district.

REQUEST FOR STATEMENT REGARDING VALUE: Pursuant to Tax Code Section 22.07, the chief appraiser may request, either in writing or by electronic means, that the property owner provide a statement containing supporting information indicating how value rendered was determined. The property owner must deliver the statement to the chief appraiser, either in writing or by electronic means, not later than the 21st day after the date the chief appraiser's request is received. The statement must:

- (1) summarize the information sufficient to identify the property, including:
 - (A) the physical and economic characteristics relevant to the opinion of value, if appropriate; and
 - (B) the source of the information used;
- (2) state the effective date of the opinion of value; and
- (3) explain the basis of the value rendered.

Failure to comply in a timely manner is considered to be a failure to timely render and the Tax Code requires that penalties be applied by the chief appraiser.

PENALTIES: The chief appraiser must impose a penalty on a person who fails to timely file a required rendition statement or property report in an amount equal to 10 percent of the total amount of taxes imposed on the property for that year by taxing units participating in the appraisal district. The chief appraiser must impose an additional penalty on the person equal to 50 percent of the total amount of taxes imposed on the property for the tax year of the statement or report by the taxing units participating in the appraisal district if it is finally determined by a court that:

- (1) the person filed a false statement or report with the intent to commit fraud or to evade the tax; or
- (2) the person alters, destroys, or conceals any record, document, or thing, or presents to the chief appraiser any altered or fraudulent record, document or thing, or otherwise engages in fraudulent conduct, for the purpose of affecting the course or outcome of an inspection, investigation, determination, or other proceeding before the appraisal district.

SPECIAL INSTRUCTIONS: Effective January 1, 2014, certain dealers of motor vehicle inventory may elect to file renditions under Tax Code Chapter 22, rather than file declarations and tax statements under Tax Code Chapter 23. Tax Code Section 23.121(a)(3) allows a dealer to make this election if it (1) does not sell motor vehicles that are self-propelled and designed to transport persons or property on a public highway; (2) meets either of the following two requirements: (a) the total annual sales from the inventory, less sales to dealers, fleet transactions, and subsequent sales, for the preceding tax year are 25% or less of the dealer's total revenue from all sources during that period, or (b) the dealer did not sell a motor vehicle to a person other than another dealer during the preceding tax year and the dealer estimates that the dealer's total annual sales from the dealer's motor vehicle inventory, less sales to dealers, fleet transactions, and subsequent sales, for the 12-month period corresponding to the current tax year will be 25% or less of the dealer's total revenue from all sources during that period; (3) files with the chief appraiser and the tax collector by August 31 of the tax year preceding January 1 on a form prescribed by the comptroller a declaration that the dealer elects not to be treated as a dealer under Tax Code Section 23.121 in the current tax year; AND (4) renders the dealer's motor vehicle inventory in the current tax year by filing a rendition with the chief appraiser in the manner provided by Tax Code Chapter 22. A dealer who makes this election must file the declaration annually with the chief appraiser and the tax collector by August 31 of the preceding tax year, so long as the dealer meets the eligibility requirements of law.

Effective January 1, 2014, a dealer of heavy equipment inventory may render its inventory by filing a rendition statement or property report as provided by Tax Code Chapter 22. If the dealer files a rendition, the dealer is not considered to be a dealer as defined by Tax Code Section 23.1241(a)(1). A heavy equipment inventory dealer has the option to render or to file declarations and tax statements, without filing additional declarations with the chief appraiser or tax collector.

Tax Code Section 22.26 states:

- (a) *Each rendition statement or property report required or authorized by this chapter must be signed by an individual who is required to file the statement or report.*
- (b) *When a corporation is required to file a statement or report, an officer of the corporation or an employee or agent who has been designated in writing by the board of directors or by an authorized officer to sign in behalf of the corporation must sign the statement or report.*

Tax Code Section 22.01(c-1) states:

In this section:

- (1) *"Secured party" has the meaning assigned by Section 9.102, Business & Commerce Code.*
- (2) *"Security interest" has the meaning assigned by Section 1.201, Business & Commerce Code.*

Tax Code Section 22.01(c-2) states:

With the consent of the property owner, a secured party may render for taxation any property of the property owner in which the secured party has a security interest on January 1, although the secured party is not required to render the property by Subsection (a) or (b). This subsection applies only to property that has a historical cost when new of more than \$50,000.

Tax Code Section 22.01(d-1) states:

A secured party is not liable for inaccurate information included on the rendition statement if the property owner supplied the information or for failure to timely file the rendition statement if the property owner failed to promptly cooperate with the secured party. A secured party may rely on information provided by the property owner with respect to:

- (1) *the accuracy of information in the rendition statement;*
- (2) *the appraisal district in which the rendition statement must be filed; and*
- (3) *compliance with any provisions of this chapter that require the property owner to supply additional information.*

Address Where Taxable: In some instances, the personal property that is only temporarily at its current address may be taxable at another location (taxable situs). If you know that this is the case, please list the address where taxable.

Consigned Goods: Personal Property owned by another person that you are selling by arrangement with that person. If you have consigned goods, report the name and address of the owner in the appropriate blank.

Estimate of Quantity: For each type or category listed, the number of items, or other relevant measure of quantity (e.g., gallons, bushels, tons, pounds, board feet)

Fiduciary: A person or institute who manages property for another and who must exercise a standard or care in such management activity imposed by law or contract.

Good Faith Estimate of Market Value: Your best estimate of what the property would have sold for in U.S. dollars on Jan. 1 of the current tax year if it had been on the market for a reasonable length of time and neither you nor the purchaser was forced to buy or sell. For inventory, it is the price for which the property would have sold as a unit to a purchaser who would continue the business.

Historical (Original) Cost When New: What you paid for the property when it was new, or if you bought the property used, what the original buyer paid when it was new. If you bought the property used, and do not know what the original buyer paid, state what you paid with a note that you purchased it used.

Inventory: Personal property that is held for sale to the public by a commercial enterprise.

Personal Property: Every kind of property that is not real property; general property that is movable without damage to itself or the associated real property.

Property Address: The physical address of the personal property on Jan. 1 of the current tax year. Normally, the property is taxable by the taxing unit where the property is located.

Secured Party: A person in whose favor a security interest is created or provided for under a security agreement, whether or not any obligation to be secured is outstanding; a person that holds an agricultural lien; a consignor; a person to which accounts, chattel paper, payment intangibles, or promissory notes have been sold; a trustee, indenture trustee, agent, collateral agent, or other representative in whose favor a security interest or agricultural lien is created or provided for; or a person that holds a security interest arising under Sections 2.401, 2.505, 2.711(c), 2A.508(e), 4.210, or 5.118, Business and Commerce Code.

Security Interest: An interest in personal property or fixtures which secured payment or performance of an obligation. "Security interest" includes any interest of a consignor and a buyer of accounts, chattel paper, a payment intangible, or a promissory note in a transaction that is subject to Chapter 9. "Security interest" does not include the special property interest of a buyer of goods on identification of those goods to a contract for sale under Section 2.401, but a buyer may also acquire a "security interest" by complying with Chapter 9. Except as otherwise provided in Section 2.505, the right of a seller or lessor of goods under Chapter 2 or 2A to retain or acquire possession of the goods is not a "security interest," but a seller or lessor may also acquire a "security interest" by complying with Chapter 9. The retention or reservation of title by a seller of goods notwithstanding shipment or delivery to the buyer under Section 2.401 is limited in effect to a reservation of a "security interest." Whether a transaction in the form of a lease creates a security interest is determined pursuant to Section 1.203, Business and Commerce Code.

Type/Category: Functionally similar personal property groups. Examples are: furniture, fixtures, machinery equipment, vehicles, and supplies. Narrower groupings such as personal computers, milling equipment, freezer cases, and forklifts should be used, if possible. A person is not required to render for taxation personal property appraised under Section 23.24, Tax Code.

Year Acquired: The year that you purchased the property.