

<b>Waller County Appraisal District</b> PO Box 887 900 13 <sup>TH</sup> Street Hempstead, Texas 77445-0887 (979)921-0060 (979)921-0377 (fax) www.waller-cad.org	<b>BUSINESS PERSONAL PROPERTY</b> <b>Correction Request / Motion</b> <b>25.25PP</b>	Account #
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INSTRUCTIONS: Complete all applicable parts of this form and submit to the Waller County Appraisal District. Please contact this office if you have any questions. The office is open 8AM – 5PM Monday – Friday. **IMPORTANT: BE SURE TO ATTACH ALL RELEVANT DOCUMENTS TO BE CONSIDERED.**

**Part I – Owner and Property Identification**

Property Owner's Name:	Daytime Telephone Number:
Mailing Address, Street #, Street or PO Box #, and City, State, Zip	Email address:
Agent's Name & Code (if any):	Agent's Phone #:
Property Location & Legal Description:	

**Part II – Correction Information:** Briefly specify the error to be correct in the appraisal roll and why.

1. TAX YEAR – Mark Tax Year(s) to be corrected:  
 2012     2013     2014     2015     2016     2017
  
2. CORRECTION TYPE (mark appropriate box):
 

<input type="checkbox"/> a. Clerical, Mathematical, Computer, Transcription Error* <input type="checkbox"/> c. Property not located at address shown on roll <input type="checkbox"/> e. Property over-appraised by more than 1/3** <input type="checkbox"/> g. Limitation on increased value of residential homestead not applied	<input type="checkbox"/> b. Multiple appraisal with account(s): _____ <input type="checkbox"/> d. Error in name/address/property description <input type="checkbox"/> f. Property does not exist <input type="checkbox"/> h. Business closed or sold (give effective date) _____
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3. EXPLANATION – State reasons for the correction below. Provide any supporting documentation. \*\*\*  
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4. Has supporting documentation been attached?     YES     NO
  
5. PAYMENT OF TAXES     YES     NO  
 Property Taxes due for each in question have not become delinquent and the property owner has complied with Section 42.08 of the Texas Property Tax Code and has not forfeited the right to appeal for non-payment of taxes.

6. VALUE INFORMATION – Provide the correct value of each item for the year or years that you believe should be corrected.

Tax Year	2012	2013	2014	2015	2016	2017
Inventory						
Supplies/Other						
Raw material						
Work in Process						
Furniture & Fixtures						
Machinery & Equipment						
Computers						
Leasehold Improvements						
Vehicles						
Miscellaneous						

**Part III – Property Owner/Representative Signature**

Signature	Title
Printed Name:	Date:

\*A clerical error involves a mathematical error, a transcription error, a computer error, or an error that results in the appraisal roll not reflecting what the chief appraiser or ARB intended it to reflect. Measurement errors such as inventory estimates or square footage estimates ARE NOT clerical errors unless there was a mathematical error in calculation.  
 \*\* Your motion must be filed prior to the delinquency date.  
 \*\*\*Supporting documentation includes items such as closing statement, rent rolls, vacancy rate and income statements, asset listing, lease agreements, construction contracts, demolition permits, tax returns, bills of sale, photographs, insurance reports, appraisal reports, or other information relevant to your request.