

Waller County Appraisal District PO Box 887 900 13 TH Street Hempstead, Texas 77445-0887 (979)921-0060 (979)921-0377 (fax) www.waller-cad.org	BUSINESS PERSONAL PROPERTY Correction Request / Motion 25.25PP	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:
 2015 2016 2017 2018 2019 2020
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. ***

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	2015	2016	2017	2018	2019	2020
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.