



This document must be filed with the appraisal district office in the county in which your property is taxable. It must not be filed with the office of the Comptroller of Public Accounts. Visit [www.window.state.tx.us/propertytax/references/directory/cad](http://www.window.state.tx.us/propertytax/references/directory/cad) for locations & addresses.

Appraisal Year \_\_\_\_\_

**CONFIDENTIAL**  
**BUSINESS PERSONAL PROPERTY RENDITION OF TAXABLE PROPERTY**

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**If ownership and/or mailing address information is incorrect, please make corrections below. Please complete all applicable sections.**

Business Name	Property Owner's Name	Manager's Name
Business Present Mailing Address	City, State, Zip Code	Business Phone #(area code and number)
Business Property Location Address (911 address)		Other Phone #(area code and number)

Name of Authorized Agent, Fiduciary or Secured Party, if applicable		<input type="checkbox"/> Authorized Agent	<input type="checkbox"/> Fiduciary Capacity	<input type="checkbox"/> Secured Party
Agent/ Fiduciary/Secured Party Present Mailing Address	City, State, Zip Code	Agent/ Fiduciary/Secured Party Phone # (area code & number)		

1.  Yes  No Are you the property owner, an employee of the property owner, or an employee of a property owner on behalf of an affiliated entity of the property owner?  
**If you checked "No" to this question, you must sign this document in front of a Notary Public.**

2.  Yes  No Are you a secured party with a security interest in the property subject to this rendition and with a historical cost new of more than \$50,000, as defined and required by Tax Code Section 22.01(c-1) and (c-2)?  
**If you checked "Yes" to this question, no notarization is needed. You must attach a document signed by the property owner indicating consent for you to file the rendition. Without the authorization, the rendition is not valid and cannot be processed.**

By checking this box, I affirm that the information contained in my most recent rendition statement filed for a prior tax year (this rendition was filed for the \_\_\_\_\_ tax year), continues to be complete and accurate for the current tax year.

**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.**

**RETURN COMPLETED FORM TO: Jim Wells County Appraisal District, PO Box 607, Alice, TX 78333-0607**

Sign Here ►	Signature	Title	Date
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Subscribed and sworn to before me this the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
 Notary Public, State of Texas

When required by the chief appraiser, you must render any taxable property that you own or manage and control as a fiduciary on January 1. [Section 22.01(b), Tax Code]. For this type of property, complete Parts 1 through 7, whichever is applicable.

When required by the chief appraiser, you must file a report listing the name and address of each owner of property that is in your possession or under your management on January 1 by bailment, lease, consignment, or other arrangement. [Section 22.04(a), Tax Code]. For this type of property, complete Part 8.

**(a)** If you provide a "good faith" estimate of market value, you need not complete "historical cost when new" or "year acquired". "Good faith estimate of market value" is not admissible in subsequent protest, hearing, appeal, suit or other proceeding involving the property except for: (1) proceedings to determine whether a person complied with rendition requirement; (2) proceedings for determination of fraud or intent to evade tax; or (3) a protest under Section 41.41, Tax Code.  
**(b)** If you provide an amount in "historical cost when new" and "year acquired," you need not complete "good faith estimate of market value".

**PLEASE SEE PAGES 4-5 FOR ADDITIONAL INFORMATION, INSTRUCTIONS AND DEFINITIONS**

**PART 1 – GENERAL BUSINESS INFORMATION** (optional)

1. Business Type is (check one)     Individual or sole proprietorship     Partnership     Society     Corporation

2. Area occupied at this location (square feet)    3.  Leased Space     Owned Space    4. Sales Tax Permit Number

5. Please provide this information if the business has closed, been sold or moved to a new location:

a. Please check one  
 Business was sold     Business was closed     Business was moved

b. Date business was closed, sold or moved

c. Name, address and phone number of buyer

d. Location business was moved to

**PART 2 – GENERAL DESCRIPTION OF BUSINESS ASSETS**

1. Give location of assets if different from the location above:

2. Please describe the general types of assets you own (inventory, merchandise, parts, tools, supplies, office equipment, trucks, trailers, etc.):

3. Check the total market value of your property (see the definition of market value on Page 5)?  
 Under \$20,000     \$20,000 or more

Your estimate of market value should be based on the value of all tangible personal property owned by your business on January 1, including vehicles.

**If you checked "Under \$20,000", please complete only Part 3. Otherwise, complete Parts 4 through 7. If you have any property that is owned by someone else, you must complete Part 8.**

**PART 3 – PERSONAL PROPERTY VALUED LESS THAN \$20,000**

List all taxable personal property by type/category of property (See "definitions "). If needed you may attach additional sheets or a computer-generated copy listing the information below. If you manage or control property as a fiduciary on January 1, also list the names and addresses of each property owner.

General property description by type/category	Property address or address where taxable	Good faith estimate of market value (optional) (a)	Property owner name/address if you manage or control property as a fiduciary

**PART 4 – FURNITURE & FIXTURES, MACHINERY & EQUIPMENT, COMPUTERS, ELECTRONIC ITEMS AND OTHER FIXED ASSETS (NOT INCLUDING VEHICLES)**

	Furniture & Fixtures	Office Machines	Mobile Radio Telephone, PBX, Cell Phone, Fax	All Other Machinery & Equipment	Computers (PC & Workstation)	Computers (Mainframe)	Leasehold Impts & Misc.	Description of Leasehold Impts & Misc.
Estimate of Market Value (optional, good faith (a) (b)*)								
Location if Different from above								

\*Instead of reporting an estimate of market value, you may report these assets by original cost and year of acquisition. Please fill out the table below. List the original cost of each category of items by year acquired. Please place a total cost for all assets acquired before 2004 on the first line. If you don't have the original cost information by year available, check here  and list cost for each category in the total line.

YEAR Acquired	Furniture & Fixtures Original Cost	Office Machines Original Cost	Mobile Radio Telephone, PBX, Cell Phone, Fax Original Cost	All Other Machinery & Equipment Original Cost	Computers (PC & Workstation) Original Cost	Computers (Mainframe) Original Cost	Leasehold Impts & Misc. Original Cost	Description of Leasehold Impts & Misc. Original Cost
\$								
\$								
\$								
\$								
\$								
\$								
\$								
\$								
\$								
\$								
TOTALS \$								



**GENERAL INSTRUCTIONS AND ADDITIONAL INFORMATION**  
**SEE PAGE 5 FOR SPECIAL INSTRUCTIONS AND DEFINITIONS**

**GENERAL INSTRUCTIONS:** This form is for use in rendering, pursuant to Tax Code §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 (County Appraisal District) after January 1 and not later than April 15 except as provided by Tax Code §22.02.* On written request by the property owner, the chief appraiser shall extend the deadline 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 §22.02, 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 §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 §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 §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 21<sup>st</sup> day after the date the chief appraiser's request is received. **The statement must:**

1. Summarize information sufficient to identify the property including the physical and economic characteristics relevant to the opinion of value, if appropriate, and 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.

If the property owner is a business with 50 employees or less, the property owner may base the estimate of value on the depreciation schedules used for federal income tax purposes. 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.

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**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 Penal Code, Section 37.10.**

**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.

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**Section 22.26 of the Property Tax Code 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.

**Section 22.01(c-1) of the Property Tax Code states:**

*In this section:*

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

**Section 22.01(c-2) of the Property Tax Code 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.*

**Section 22.01(d-1) of the Property Tax Code 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.

## 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.

### DEFINITIONS

**Market Value:** the price at which a property would transfer for cash or its equivalent under prevailing market conditions if: (a) exposed for sale in the open market with a reasonable time for the seller to find a purchaser; (b) both the seller and the purchaser know of all the uses and purposes to which the property is adapted and for which it is capable of being used and of the enforceable restrictions on its use; and (c) both the seller and purchaser seek to maximize their gains and neither is in a position to take advantage of the exigencies of the other.

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

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

**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 §23.24.

**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).

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

**Address Where Taxable:** In some instances, 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.

**Good Faith Estimate of Market Value:** 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 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 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.

**Year Acquired:** The year that you purchased the property.

**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.

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

**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.

**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.