

TRAVIS CENTRAL APPRAISAL DISTRICT  
 8314 CROSS PARK DR  
 P O BOX 149012  
 AUSTIN, TX 78714-9012  
 Phone: (512) 834- 9317 (Press 5) FAX: (512) 834-1565  
 (512) 836-9328 TDD

(optional)  
 If business has been discontinued or sold,  
 indicate date closed or sold \_\_\_/\_\_\_/\_\_\_

Signature: \_\_\_\_\_

If sold, new owner: \_\_\_\_\_

**CONFIDENTIAL**  
**BUSINESS PERSONAL PROPERTY RENDITION OF TAXABLE PROPERTY**  
**FOR JANUARY 1, 2008**

**Owner Information**

Owner Name and Address	Property ID:
	Geo ID:
	Ref ID:
	Telephone:

Legal Description: <b>Location:</b>	Total Square Footage (Optional) _____
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**This rendition covers property you own, or manage and control as a fiduciary on January 1 of this year.** You must file this rendition with the appraisal district after January 1 and not later than April 15 of this year. On written request, the chief appraiser must 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. If the chief appraiser denies an exemption or an exemption applicable to a property on January 1 terminates during the tax year, you must file a rendition form within 30 days after the termination date. If you provide information substantially equivalent to a rendition to a company contracted with the appraisal district to appraise property, you are not required to file this rendition form. If your property is regulated by the Texas Public Utility Commission, Railroad Commission, the Federal Surface Transportation Board, or Federal Energy Regulatory Commission, you are not required to file this rendition. The chief appraiser may request a copy of the annual regulatory report.

When required by the Tax Code or by the chief appraiser, the person rendering property shall use the model form adopted by the Comptroller of Public Accounts, or use a form containing information that is in substantial compliance with the model form if approved by the comptroller.

The chief appraiser may request, either in writing or by electronic means, that you provide a statement containing supporting information indicating how the value rendered was determined. 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 your business has 50 or less employees, you may base the value estimate on the depreciation schedules used for federal income tax purposes.

You must deliver the statement within 21 days of the request.

Authorized agent's name	
Present mailing address	
City, town or post office, state ZIP code	Phone (area code and number)

Check the total market value of your property.  Under \$20,000  Over \$20,000  
 If you checked "Under \$20,000", please complete Schedule D. Otherwise, complete Schedule A and/or B, and C if applicable.  
 Check the following box if the information contained in the most recent rendition statement filed in a prior tax year is accurate with respect to the current tax year in accordance with Section 22.01(1).

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 Schedule A, B, and/or C, 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 Schedule C.

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?  Yes  No

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. If you checked "Yes" above, sign and date on the first signature line below. No notarization is required.

**signature** \_\_\_\_\_ Date \_\_\_\_\_  
 If you checked "No" above, you must complete the following:

I swear that the information provided on this form is true and correct to the best of my knowledge and belief.

**signature** \_\_\_\_\_ Date \_\_\_\_\_

**Subscribed and sworn** before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_

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

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 on behalf of the corporation must sign the statement or report.

**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.**

**If you fail to timely file a rendition or property report required by Texas law, the chief appraiser must impose a penalty in an amount equal to 10 percent of the total taxes due on the property for the current year. If the court determines that you filed a false rendition or report with the intent to commit fraud or to evade the tax or you alter, destroy, or conceal any record, document, or thing or present to the chief appraiser any altered or fraudulent record, document, or thing, or otherwise engage in fraudulent conduct for the purpose of affecting the outcome of an inspection, investigation determination, or other proceeding before the appraisal district, the chief appraiser must impose an additional penalty equal to 50 percent of the total taxes due on the property for the current year.**

## Definitions

**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.

**Personal Property Owned by Others:** Inventory, Furniture, Fixtures, Machinery, Equipment, or Vehicles in your possession or under your management by lease, consignment or other arrangement must be reported in Schedule C.

**Inventory & Supplies:** Products or supplies held for sale or use including finished goods, raw materials, work in progress, etc., and supplies used in the day to day operation of the business.

**Type/Category:** Functionally similar personal property groups. Examples are: furniture, fixtures, machinery, equipment, vehicles, and supplies.

**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.

**SCHEDULE A: PERSONAL PROPERTY OTHER THAN INVENTORY AND SUPPLIES**

All tangible Business Personal Property (BPP) assets owned by this business other than Inventory and Supplies (rendered in Schedule B) should be rendered below in Schedule A. BPP assets owned by others are to be rendered in Schedule C.

<b>Year Acquired</b>	<b>Furniture &amp; Fixtures Original Costs</b>	<b>Office &amp; Telephone Equipment Original Costs</b>	<b>Computer &amp; Peripheral Equip. Original Costs</b>	<b>Machinery &amp; Equipment Original Costs</b>	<b>Business Autos, Trucks &amp; Trailers Original Costs</b>
2007					
2006					
2005					
2004					
2003					
2002					
2001					
2000					
1999					
1998					
1997					
1996					
1995					
1994					
1993 & Prior Yrs					

Businesses valued at \$20,000 or more MUST report either Good Faith Estimates of Market Value (**enter below by column category**) or Original Cost(s) and Year(s) of acquisition (**enter above**). Businesses having a total value of less than \$20,000 are not required to report on this Schedule A unless choosing to do so at the owner's option; refer to Schedule D for explanation.

<b>Good Faith Estimates</b>					
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**SCHEDULE D: PERSONAL PROPERTY VALUED AT LESS THAN \$20,000**

Businesses having in the owner's opinion, a total market value of less than \$20,000 are only required to report 1) the name and address of the property owner, 2) the general description of the property by type or category, and 3) the physical location or taxable situs of the property. Taxpayers that have rendered asset cost and year acquired information in prior years will continue to have the information pre-printed on Schedule A and may continue to update that data or enter good faith estimates of market value at the bottom of Schedule A if they choose to do so. Otherwise, as noted above, the Texas Property Tax Code requires owners of businesses valued at under \$20,000 to render only the following three fields of information:

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Name & Address of Property Owner

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General Description of the Property by Type or Category

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Physical Location or Taxable Situs of the Property

**Good Faith Estimates of Market Values**

If you choose to render Good Faith Estimates of Market Value rather than original cost and year of acquisition, please read the following Section 22.01(g) from the Texas Property Tax Code:

"A person's good faith estimate of the market value of the property is solely for the purpose of compliance with the requirement to render tangible personal property and is inadmissible in any subsequent protest, hearing, appeal, suit, or other proceeding under this title involving the property ..."

**Penalty for Delinquent Report**

Section 22.28(a) of the Texas Property Tax Code states:

"...the chief appraiser shall impose a penalty on a person who fails to timely file a rendition or property report by this chapter in an amount equal to 10 percent of the total amount of the taxes imposed on the property for that year by taxing units participating in the appraisal district."

**Penalty for Fraud or Intent to Evade Taxes**

Section 22.29(a) of the Texas Property Tax Code states:

"The chief appraiser shall impose an additional penalty on the person equal to 50 percent of the total amount of the 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."