

Lessor's Application for Personal Use Lease Automobile Exemption

Appraisal District's Name

Phone (area code and number)

Address, City, State, ZIP Code

GENERAL INSTRUCTIONS: This application is for use in claiming property tax exemptions pursuant to Tax Code Section 11.252. A vehicle is used primarily for non-income producing activities when 50 percent or more of the total mileage for a 12 month period was for non-income producing purposes and the lessee files an affidavit of personal use with the leasing company. Vehicles with an empty weight exceeding 9,000 pounds do not qualify for this exemption. The application applies to property you owned on Jan. 1 of this year.

FILING INSTRUCTIONS: You must furnish all information and documentation required by this application so that the chief appraiser is able to determine whether the statutory qualifications for the exemption have been met. This document and all supporting documentation must be filed with the appraisal district office in each county in which the property is located. Do not file this document with the Texas Comptroller of Public Accounts. A directory with contact information for appraisal district offices may be found on the Comptroller's website.

APPLICATION DEADLINES: You must file the completed application with all required documentation beginning Jan. 1 and no later than April 30 of the year for which you are requesting an exemption.

ANNUAL APPLICATION REQUIRED: You must apply for this exemption each year you claim entitlement to the exemption.

OTHER IMPORTANT INFORMATION

Pursuant to Tax Code Section 11.45, after considering this application and all relevant information, the chief appraiser may request additional information from you. You must provide the additional information within 30 days of the request or the application is denied. For good cause shown, the chief appraiser may extend the deadline for furnishing the additional information by written order for a single period not to exceed 15 days.

State the Year for Which You are Applying

Tax Year

STEP 1: Ownership Information

Name of Property Owner

Mailing Address

City, State, ZIP Code

Phone (area code and number)

Property Owner is a(n) (check one):

Individual

Partnership

Corporation

Other (specify): _____

STEP 2: Applicant Information

Name of Person Preparing this Application

Title

Driver's License, Personal I.D. Certificate
or Social Security Number*

If this application is for property owned by a charitable organization with a federal tax identification number, that number may be provided in lieu of a driver's license number, personal identification certificate number or social security number:

* Pursuant to Tax Code Section 11.48(a), a driver's license, personal I.D. certificate or social security number provided in an application for an exemption filed with a chief appraiser is confidential and not open to public inspection. The information may not be disclosed to anyone other than an employee of the appraisal office who appraises property, except as authorized by Tax Code Section 11.48(b).

STEP 3: Lessee Information

Provide a complete accounting of all lessee's vehicle identification information. Continue on additional pages if necessary.

Name of Lessee _____ Phone (area code and number) _____

Mailing Address _____ City, State, ZIP Code _____ County _____

Physical Location of Vehicle _____ City, State, ZIP Code _____ County _____

Vehicle Identification Number _____ Year _____ Make _____ Body Style _____

Model _____ Weight _____ Lease Date _____

Has the lessee signed an affidavit designating the vehicle as not held for income production and not used for the production of income? Yes No

Has the property owner maintained the lessee's affidavit? Yes No

Name of Lessee _____ Phone (area code and number) _____

Mailing Address _____ City, State, ZIP Code _____ County _____

Physical Location of Vehicle _____ City, State, ZIP Code _____ County _____

Vehicle Identification Number _____ Year _____ Make _____ Body Style _____

Model _____ Weight _____ Lease Date _____

Has the lessee signed an affidavit designating the vehicle as not held for income production and not used for the production of income? Yes No

Has the property owner maintained the lessee's affidavit? Yes No

Name of Lessee _____ Phone (area code and number) _____

Mailing Address _____ City, State, ZIP Code _____ County _____

Physical Location of Vehicle _____ City, State, ZIP Code _____ County _____

Vehicle Identification Number _____ Year _____ Make _____ Body Style _____

Model _____ Weight _____ Lease Date _____

Has the lessee signed an affidavit designating the vehicle as not held for income production and not used for the production of income? Yes No

Has the property owner maintained the lessee's affidavit? Yes No

STEP 4: Certification and Signature

By signing this application, you certify that the information provided in this application is true and correct to the best of your knowledge and belief.

print here [arrow] _____
Print Name Title

sign here [arrow] _____
Authorized Signature Date

If you make a false statement on this application, you could be found guilty of a Class A misdemeanor or a state jail felony under Penal Code Section 37.10.

FOR APPRAISAL DISTRICT USE

County School City Special District
Other Taxing Units Other Taxing Units