



Return to:  
 Harris County Appraisal District  
 Business & Industrial Property Div.  
 PO Box 922007  
 Houston TX 77292-2007

# BUSINESS PERSONAL PROPERTY RENDITION CONFIDENTIAL January 1, 2018

\*NEWPP130\*



Form 22.15 (11/17)

For assistance, please refer to instructions on pages 3 & 4 of this form.

**Part 1. Property Owner Name, Business Name, Address, Phone and Physical Location or Situs [Required]:**

Business Name _____  Mailing Address, City, State, Zip Code _____  Property Location Address, City, State, Zip Code _____	Business Owner _____  Phone (area code and number) _____	Account Number _____  iFile™ Number _____  Agent Name _____  Agent ID# _____
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**Part 2. Business Information:** Please address all that apply. Optional but very important.

Sales Tax Permit Number _____	Business Start Date at Location _____	Business Closed Date _____	If business closed, were assets still in place as of Jan 1? <input type="checkbox"/> Yes <input type="checkbox"/> No
Square Feet Occupied _____	Business Description _____	Ownership Type	<input type="checkbox"/> The business owned no taxable assets in Harris County as of Jan 1  <input type="checkbox"/> This is a new business or location for the above tax year
Business Sold Date _____	New Owner _____	<input type="checkbox"/> Individual <input type="checkbox"/> Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Other	
Business Moved Date _____	New Location, City, State, Zip Code _____	Business Type	
		<input type="checkbox"/> Manufacturing <input type="checkbox"/> Wholesale <input type="checkbox"/> Retail <input type="checkbox"/> Service	

**Part 3. Affirmation of Prior Year Rendition:** (Check only if applicable and your assets were exactly the same as the prior rendition form).

By checking this box, I affirm that the information contained in the most recent rendition statement filed for a prior tax year (the \_\_\_\_\_ tax year) continues to be complete and accurate for the current tax year. *[If checked, you may skip to Part 6. "Signature and Affirmation"]*

**Part 4. Description of Assets:** A description of assets is required unless you checked Part 3 of this form. Please check all that apply.

<input type="checkbox"/> Inventory	<input type="checkbox"/> Raw Materials	<input type="checkbox"/> Furniture & Fixtures	<input type="checkbox"/> Computers	Location (if different from above) _____
<input type="checkbox"/> Supplies	<input type="checkbox"/> Work in Process	<input type="checkbox"/> Machinery & Equipment	<input type="checkbox"/> Miscellaneous	Describe Miscellaneous Assets: _____

**Part 5. Market Value:** What do you estimate to be the total market value of your business assets? [Required, unless you checked Part 3 of this form.]

Under \$20,000 *[If "Under \$20,000" is checked, Page 2 is optional as long as a general description of the property by type or category has been provided in Part 4]*

\$20,000 or more *[if "\$20,000 or more" is checked, you must complete all of Page 2.]*

**Part 6. Sign and Date Form:** 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.

Indicate if you are filling out this form as:

<input type="checkbox"/> Owner / Employee	Signature _____	Printed Name _____	Notarization: Complete if signer is not a secured party, or owner, employee, or officer of the company or affiliated company.
<input type="checkbox"/> Authorized Agent	Company Name _____	Title _____	SUBSCRIBED AND SWORN TO BEFORE ME THIS:
<input type="checkbox"/> Fiduciary	(_____) _____	_____	_____ day of _____, 20____. SEAL
<input type="checkbox"/> Secured Party	Phone No. _____	Date _____	Notary Public Signature _____ State _____
		Email (optional) _____	

Owner Name: \_\_\_\_\_

Account Number: \_\_\_\_\_

Did you timely apply for a September 1 inventory date? (Optional)  Yes  No

Does your inventory involve freeport goods? (Optional)  Yes  No

Does your inventory involve interstate/foreign commerce? (Optional)  Yes  No

Is your inventory located in an active Foreign Trade Zone? (Optional)  Yes  No

For each Part below you may attach additional sheets if necessary, identified by business name, account number, and "Part".

**Part 7. Inventory, Raw Materials, Work in Process and Supplies:** List all taxable property by type.

Assets Type/Category	Description	Estimate of Quantity	Good Faith Estimate of Market Value	OR	Historical Cost When New**	AND	Year Acquired**	Property Address or Address Where Taxable (if different from page 1)	Property Owner Name/Address (if you manage or control property as a fiduciary)
A. Inventory									
B. Raw Materials									
C. Work in Process									
D. Supplies									

**Part 8. Furniture, Fixtures, Machinery, Equipment, Computers:** Total all new or used furniture, fixtures, machinery, equipment and computers still in possession on January 1.

Assets Type/Category	A. Furniture & Fixtures	B. Office Machines	C. Mobile Radio, Telephone, PBX, Cell Phone, Fax	D. All other Machinery & Equipment	E. Computers: PCs, Servers & Peripherals	F. Computers: Mainframes	G. Miscellaneous (signs, rental inventory, etc.)	Describe Miscellaneous Assets (from column G)
Good Faith Estimate of Market Value*								
Historical Cost When New** and Year Acquired**	2003 & Prior							
	2004							
	2005							
	2006							
	2007							
	2008							
	2009							
	2010							
	2011							
	2012							
	2013							
	2014							
2015								
2016								
2017								
COST TOTALS								

**Part 9. Property Under Bailment, Lease, Consignment or Other Arrangement:**

Property Owner's Name	Property Owner's Address	General Property Description

\* If you provide an amount in the "good faith estimate of market value", you need not complete "historical cost when new" and "year acquired."

\*\* If you provide an amount in the "historical cost when new" and "year acquired", you need not complete "good faith estimate of market value."

## IMPORTANT INFORMATION AND INSTRUCTIONS

This rendition must list the business personal property that you owned on January 1 of the year. This includes assets being depreciated on your books, as well as assets that have been fully depreciated and assets which were gifts or expensed rather than capitalized for income tax purposes. It must provide the property owner's name and address if you manage or control the property as a fiduciary. You are required to list the name and address of each owner of taxable property that is in your possession or under your management on Jan. 1 by bailment, lease, consignment or other arrangement. Except as noted, you are required by law to fill out all sections of the form. If you provide substantially equivalent information to a company contracted with the appraisal district to appraise property, you are not required to file this statement.

**GENERAL INSTRUCTIONS:** This form is for use in rendering, pursuant to Tax Code Section 22.01, tangible personal property used for the production of income that you own or manage and control as a fiduciary on Jan. 1 of this year.

**FILING AND DEADLINES:** Rendition statements and property reports must be delivered to the chief appraiser after Jan. 1 and not later than April 1, except as provided by Tax Code Section 22.02. On written request by the property owner, the chief appraiser shall extend a deadline for filing a rendition statement or property report 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 you choose to file your extension request online, go to [www.hcad.org/iFile](http://www.hcad.org/iFile).* Pursuant to Tax Code Section 22.02, if an exemption applicable to a property on Jan. 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 Section 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.

**NOTARIZATION:** If you complete the rendition form as a secured party, 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, no notarization is required.

**INSPECTION OF PROPERTY:** Pursuant to Tax Code Section 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.

**SEPTEMBER 1, INVENTORY APPRAISAL** - Check this box on the rendition form only if you made written application to the appraisal district for September 1 inventory appraisal by July 31, of the prior year.

**REQUEST FOR STATEMENT REGARDING VALUE:** Pursuant to Tax Code Section 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 21st day after the date the chief appraiser's request is received. The statement must:

- (1) Summarize information sufficient to identify the property, including:
  - (A) the physical and economic characteristics relevant to the opinion of value, if appropriate; and

- (B) 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.

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.

**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.

**SPECIAL INSTRUCTIONS:** 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 percent 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 percent 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 Aug. 31 of the tax year preceding Jan. 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 Aug. 31 of the preceding tax year, so long as the dealer meets the eligibility requirements of law.

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 AND RELEVANT TAX CODE SECTIONS

### Tax Code Section 22.26 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.

### Tax Code Section 22.01(c-1) states: In this section:

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

### Tax Code Section 22.01(c-2) 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 Jan. 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.

### Tax Code Section 22.01(d-1) 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.

**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.

**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.

**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).

**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.

**Good Faith Estimate of Market Value:** Your best estimate of what the property would have sold for in U.S. dollars on Jan. 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. "Good faith estimate of market value" is not admissible in a 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 Tax Code Section 41.41.

**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.

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

**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.

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

**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, Business and Commerce Code. In order to render as a "Secured Party", 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.

**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, Business and Commerce Code. "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, Business and Commerce Code.

**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 Section 23.24, Tax Code.

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