



# Personal Property Correction Request/Motion

Account Number

**INSTRUCTIONS:** Complete all applicable parts of this form and submit to the Harris County Appraisal District, Information and Assistance Division, P. O. Box 922004, Houston, TX 77292-2004. For questions, please contact this office at (713) 957-7800.

**IMPORTANT: Be sure to attach all relevant documents to be considered.**

### Part I – Owner and Property Identification

Property Owner's Name	Telephone Number / Email ( )
Mailing Address	City, State, ZIP + 4
Property Location	Agent's Name and Code, if any

### Part II – Correction Information: Briefly specify the error to be corrected in the appraisal roll and why.

1. **Tax Year** – Mark Tax Year(s) to be corrected.  
a.  2013 b.  2014 c.  2015 d.  2016 e.  2017
2. **Correction Type (mark appropriate box)**
  - Clerical, Mathematical, Computer, Transcription Error\*
  - Multiple appraisal with account(s) \_\_\_\_\_
  - Property not located at address shown on roll
  - Error in ownership/address/property description
  - Property over-appraised by more than 1/3\*\*
  - Situs not located in the appraisal district
  - Property does not exist
  - Business closed or sold (give effective date) \_\_\_\_\_

3. **Explanation** – State reasons for the correction below and attach any supporting documentation.\*

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4. Have you been employed by the Harris County Appraisal District within the current or three preceding calendar years?  Yes  No

5. Has supporting documentation been attached?  Yes  No

6. **Payment of Taxes (mark appropriate box)**  Yes  No  
Property taxes due for each year in question have not become delinquent and the property owner has complied with Section 25.26 of the Texas Property Tax Code and has not forfeited the right to appeal for non-payment of taxes.

7. **Value Information** – Provide the correct value of each item for the year or years that you believe should be corrected.

\* According to ARB standards, supporting documentation includes items such as CPA statements, certified balance sheets, IRS returns, acquisition records, and receipts, invoices or leases pertaining to the property.

\* 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.

\*\* The Tax Code requires that a motion be filed prior to the delinquency date. If a motion is granted and the appraisal roll is changed to correct a substantial error, the property owner must pay to each affected taxing unit a late-correction penalty equal to 10 percent of the amount of taxes as calculated on the basis of the corrected appraisal value.

Tax Year	2013		2014		2015		2016		2017	
	Before Correction	After Correction	Before Correction	After Correction	Before Correction	After Correction	Before Correction	After Correction	Before Correction	After Correction
a. Inventory										
b. Supplies/Other										
c. Raw Material										
d. Work in Process										
e. Furniture & Fixtures										
f. Machinery & Equipment										
g. Computers										
h. Leasehold Improvements										
i. Vehicles										
j. Miscellaneous										

### Part III – Property Owner/Representative Signature

I affirm under penalty of law that the information stated in this document and all attachments is correct. I request that the Appraisal Review Board (ARB) schedule a hearing to decide whether or not to correct the error in the appraisal roll. I request that the Appraisal Review Board send notice of the time, date, and place fixed for the hearing, not later than 15 days before the scheduled hearing. I understand that if the chief appraiser approves the changes requested, this action constitutes a binding agreement and is not subject to appeal or review by the ARB.

Signature	Title
Name Printed	Date