

FORT BEND CENTRAL APPRAISAL DISTRICT



Business Personal Property Manual

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Preface: Standard Terms and Definitions

Fort Bend Central Appraisal District uses the following appraisal terms as defined by the Texas Property Tax Code for 2011 Section 1.04 Definitions:

- (1) "Property" means any matter or thing capable of private ownership.
- (2) "Real property" means:
 - (A) land;
 - (B) an improvement;
 - (C) a mine or quarry;
 - (D) a mineral in place;
 - (E) standing timber; or
 - (F) an estate or interest, other than a mortgage or deed of trust creating a lien on property or an interest securing payment or performance of an obligation, in a property enumerated in Paragraphs (A) through (E) of this subdivision.
- (3) "Improvement" means:
 - (A) a building, structure, fixture, or fence erected on or affixed to land;
 - (B) a transportable structure that is designed to be occupied for residential or business purposes, whether or not it is affixed to land, if the owner of the structure owns the land on which it is located, unless the structure is unoccupied and held for sale or normally is located at a particular place only temporarily; or
 - (C) for purposes of an entity created under Section 52, Article III, or Section 59, Article XVI, Texas Constitution, the:
 - (i) subdivision of land by plat;
 - (ii) installation of water, sewer, or drainage lines; or
 - (iii) paving of undeveloped land.
- (3-a) Notwithstanding anything contained herein to the contrary, a manufactured home is an improvement to real property only if the owner of the home has elected to treat the manufactured home as real property pursuant to Section 1201.2055, Occupations Code, and a certified copy of the statement of ownership and location has been filed with the real property records of the county in which the home is located as provided in Section 1201.2055(d), Occupations Code.
- (4) "Personal property" means property that is not real property.
- (5) "Tangible personal property" means personal property that can be seen, weighed, measured, felt, or otherwise perceived by the senses, but does not include a document or other perceptible object that constitutes evidence of a valuable interest, claim, or right and has negligible or no intrinsic value.

(6) "Intangible personal property" means a claim, interest (other than an interest in tangible property), right, or other thing that has value but cannot be seen, felt, weighed, measured, or otherwise perceived by the senses, although its existence may be evidenced by a document. It includes a stock, bond, note or account receivable, franchise, license or permit, demand or time deposit, certificate of deposit, share account, share certificate account, share deposit account, insurance policy, annuity, pension, cause of action, contract, and goodwill.

(7) "Market value" means 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.

(8) "Appraised value" means the value determined as provided by Chapter 23 of this code.

(9) "Assessed value" means, for the purposes of assessment of property for taxation, the amount determined by multiplying the appraised value by the applicable assessment ratio, but, for the purposes of determining the debt limitation imposed by Article III, Section 52, of the Texas Constitution, shall mean the market value of the property recorded by the chief appraiser.

(10) "Taxable value" means the amount determined by deducting from assessed value the amount of any applicable partial exemption.

(11) "Partial exemption" means an exemption of part of the value of taxable property.

(12) "Taxing unit" means a county, an incorporated city or town (including a home-rule city), a school district, a special district or authority (including a junior college district, a hospital district, a district created by or pursuant to the Water Code, a mosquito control district, a fire prevention district, or a noxious weed control district), or any other political unit of this state, whether created by or pursuant to the constitution or a local, special, or general law, that is authorized to impose and is imposing ad valorem taxes on property even if the governing body of another political unit determines the tax rate for the unit or otherwise governs its affairs.

(13) "Tax year" means the calendar year.

(14) "Assessor" means the officer or employee responsible for assessing property taxes as provided by Chapter 26 of this code for a taxing unit by whatever title he is designated.

(15) "Collector" means the officer or employee responsible for collecting property taxes for a taxing unit by whatever title he is designated.

(16) "Possessory interest" means an interest that exists as a result of possession or exclusive use or a right to possession or exclusive use of a property and that is unaccompanied by ownership of a fee simple or life estate in the property. However, "possessory interest" does not include an interest, whether of limited or indeterminate duration, that involves a right to exhaust a portion of a real property.

(17) "Conservation and reclamation district" means a district created under Article III, Section 52, or Article XVI, Section 59, of the Texas Constitution, or under a statute enacted under Article III, Section 52, or Article XVI, Section 59, of the Texas Constitution.

(18) "Clerical error" means an error:

(A) that is or results from a mistake or failure in writing, copying, transcribing, entering or retrieving computer data, computing, or calculating; or

(B) that prevents an appraisal roll or a tax roll from accurately reflecting a finding or determination made by the chief appraiser, the appraisal review board, or the assessor; however, "clerical error" does not include an error that is or results from a mistake in judgment or reasoning in the making of the finding or determination.

(19) "Comptroller" means the Comptroller of Public Accounts of the State of Texas.

Chapter 1 Business Personal Property Overview

The Fort Bend Central Appraisal District Personal Property Department is responsible for the discovery and appraisal of all personal property within the jurisdiction boundaries of Fort Bend CAD. The department completes the appraisal process annually.

Business personal property annual appraisal utilizes various discovery methods including the use of: building permits, newspaper articles and advertisements, internet searches, telephone listings, county DBA records, federal income tax returns, and inspections of new buildings. FBCAD uses business personal property renditions, price guides, industry catalogs, industry websites and surveys available to the district to estimate asset flat rate values. All businesses are classed according to the four digit Standard Industrial Classification Code, referred to as the SIC code (see Appendix D).

Items not permanently affixed to or parts of real estate are generally considered to be personal property. Tangible personal property used for the production of income is taxable. Renditions (see Appendix A.3) are typically mailed to personal property owners in early January. Property must be rendered by the owner or fiduciary each year between January 1 and April 15 to avoid penalty. Applications for September 1 inventory must be received by July 31. Applications for exemption must be received before May 1; see Chapter 4 for guidelines on exempt property types.

The renditions received are reviewed by appraisers and the current year value estimates effective January 1 are set for each active account (see Chapter 3). The current year age life guide and depreciation tables (see Appendix A) are utilized to estimate values when original cost and year of acquisition is provided in the rendition. Current year value is reported to the property owners (or their agent) on the "Notice of Appraised Value" typically on or soon after May 1 followed by a thirty day protest period. Next, unresolved value and exemption issues are heard by the Appraisal Review Board, when appropriate.

Returned mail is researched and frequently a field inspection is warranted to determine the cause for the returned mail. Example causes are the business moved or the mailing address is incorrect.

Typically between October and March of each year, field appraisers verify all active businesses within the district using account lists organized by property codes.

Field inspections are performed by appraisers for the purpose of:

1. Gathering pertinent data on new businesses.
2. Updating asset value estimates on existing businesses.
3. Verifying and deleting terminated business accounts.

Business and Commercial aircraft owner lists are typically provided by airport management staff within the district. Aircraft having flight logs that reveal out of state landings may allocate taxable value with the use of the proper application of Property Tax Code 21.05 or 21.055. The *Aircraft Bluebook* is used as the primary valuation resource.

Special inventory accounts for dealers holding a General Distinguishing Number (GDN) issued by the Texas Department of Transportation must comply with Tax Code 23.121 (see Section 2.6). A Dealers Motor Vehicle Inventory Tax Statement (form 50-246) must be reviewed monthly (by the 10th of the following month) for each actual dealer. Notification of non-compliance should be sent monthly to applicable dealers as needed. A Dealers Motor Vehicle Inventory Statement (form 50-244) should be received annually (by February 1st of the following year) for each active dealer. Notification of non-compliance should be sent to applicable dealers as needed each month.

The business personal property forms, guidelines and instructions are an integral portion of the departmental procedures and are included as a part of this document.

Section 1.1 Discovery of Business Personal Property Guidelines

Several methods are used for the discovery of various types of business personal property by the FBCAD. The primary method of discovery for each property type is as follows.

Section 1.1.1 General Business Personal Property

Geographic Situs Drive and Annual Property Inspection

Each year about October 1st, a geographic listing by situs address and property code of personal property located in each school district is given to the appraiser(s) responsible for the area. The appraiser drives throughout the school district checking existing personal property accounts and confirms changes such as out of business, relocation, name change, etc. These changes are listed on the master drive sheet for data entry and account updating. New businesses and relocated businesses discovered are also noted on the drive sheet and a new property worksheet is completed for data entry as a new property account. Property accounts are updated by data entry and audited and corrected for errors by the appraiser.

Section 1.1.2 Commercial Vehicles

The State registration list serves to verify vehicles registered in Fort Bend County with ownership and situs location of property. The Standard Presumptive Value (SPC) is utilized as a source reference for valuation estimates with the FBCAD depreciation schedule for vehicles utilizing rendered vehicle cost and year of acquisition. Additional information used are NADA cost schedules.

Section 1.1.3 Aircraft

FBCAD receives a listing of aircraft hangared at the airfields in Fort Bend County. This listing is provided by the manager of the two airfields located in the county. FBCAD also utilizes the FAA aircraft registration to verify ownership and aircraft information.

FBCAD utilizes *Aircraft Bluebook Price Digest* as a source reference for aircraft valuation.

Section 1.2 Basic Field Audit Discovery

It is the objective of the Personal Property department to visit all businesses in Fort Bend County annually.

During the field inspection period, appraisers will be concerned with:

1. Discovering and valuing newly established businesses and adding them to the appraisal roll.
2. Verifying deleted accounts and picking up new businesses that may have replaced them. Updating new location addresses if they moved.
3. Discovery of omitted properties. (Properties that are not currently on the tax roll.)
4. Reviewing historically rendered (rollover) and under-valued properties.
5. Reducing corrections by constant attempts to ensure accuracy of information and valuation techniques.

Section 1.2.1 Field Audit Policies and Procedures

Data collection is the most important aspect of personal property appraisal. Without accurate data, a proper appraisal cannot be accomplished. Account information may be obtained from many sources.

The Field Sheet is one of the most important documents utilized by the Personal Property Department. The information that field appraisers gather and the judgment exercised by them in valuing a large member of accounts using standardized appraisal techniques are important elements in performing a uniform and equal appraisal.

Public relations is a very important aspect of the Field Audit. Often the visit made by a field appraiser to a local business is the only contact that a property owner has with the appraisal district. Consequently, first impressions are very important; field appraisers should always conduct themselves in a courteous and professional manner.

Field appraisers should answer any questions that property owners may ask; however, if an answer is not known, write down the question. Inform the property owner you will research the question and call the property owner with the answer as soon as possible.

Section 1.2.2 Code of Conduct

Every employee assigned to this activity is expected to conduct themselves in a professional manner at all times. Most business owners and managers conduct business in a professional manner. It is imperative that we convey professionalism as well as knowledge about our assigned duties and the practice of appraisal activities.

Personal appearance has an important bearing in how property owners perceive individual employees as well as the entire district. Therefore, all field appraisers will dress appropriately in order to convey professionalism in appearance as well as attitude. It is mandatory that all field

personnel have on their person proper identification; the Fort Bend CAD badge, along with Texas Department of Licensing identification.

When entering a business, always introduce yourself with a smile and let the owner or manager know you are from the Fort Bend CAD. State your purpose as reviewing appraisal records and that you are conducting onsite inspections of all businesses. You should ask to speak with the owner, if present, or the person in charge. Explain that the FBCAD is charged with responsibility of appraising all properties in Fort Bend County for tax purposes. Continue by stating that you would like to collect all data on business personal property at the business, which includes all business assets that are being used for the production of income. Provide a copy of "Taxpayer's Rights, Remedies and Responsibilities" if the property owner questions the purpose of your inspection.

Occasionally, the field appraiser may encounter property owners who refuse to permit access to their business premises. Under no circumstances should the field appraiser become involved in an argument with the property or business owner or manager. If access is refused, leave the premises immediately and record the pertinent information from your vehicle or a place off the premises. Include on the Field Sheet form that denial of access to property occurred and any other explanation that may be necessary. On other occasions, a property owner may enlist the services of a tax agent and may ask you to contact the agent for asset information.

Each employee's manner in serving the public is very important to good public relations. Each employee should strive to do the following:

- Always be respectful, courteous and tactful, never argumentative.
- Communicate with understandable language and phrases common to all, avoid excessive use of technical terms; offer explanations according to the Texas Property Tax Code.
- Be honest with people you meet.
- Be willing to correct errors to the extent allowed by law.
- Assure the property owner that his or her problem will be investigated and appropriate action will be taken to solve the particular problem at hand.
- Respect the property owner's concerns or problems.
- Provide comprehensive and accurate information.
- Treat all people in the manner you would like and expect to be treated.

Section 1.3 Personal Property Appraiser Training Procedure

Whether the person hired for a permanent position in the Fort Bend CAD Personal Property Department has an Registered Professional Appraiser (RPA) license, minimal experience in appraising personal property, or no experience at all; certain training methods are employed to assure uniformity in performing appraisal valuations.

In the initial phase of training a new, inexperienced person, the trainee is oriented to the inter-office daily routine. They are introduced to the basic elements of the department such as how our filing system is set up; the way account numbers are assigned to relevant business accounts; the coding system for all taxing entities; the Standard Industrial Classification Coding System; and provided an introduction to the usage of the automated Orion System. This person is asked to perform filing functions as well as become familiar with the forms used in the department's daily operation.

Interspersed within daily routine and utilization of forms is the initial academic phase with entails the reading and comprehension of basic appraisal principals of personal property, definitions and glossary of terms, and valuations of different categories of personal property specially referencing inventory, furniture and fixtures, and machinery and equipment. The resources used are:

- Comptroller's Office textbook and workbook on *Appraisal or Personal Property*
- International Association of Assessing Officers textbook and Course 5 on personal property assessment and valuation procedures and techniques
- Green Guide—the handbook of *New and Used Equipment Values*
- Other information available such as interdepartmental policies and procedures regarding discovery, listing, and valuation of personal property items

All of the above are monitored by the supervisor of Business Personal Property

After the trainee has a working knowledge of the above, they begin working with the department staff appraisers in a one-on-one basis. This person goes out daily with one appraiser to discover, list, and appraise businesses only in an observation and question-asking mode. The appraiser does the work and the trainee observes and asks pertinent or general questions. Each staff appraiser works approximately two weeks with the trainee.

After the observation period concludes, then the trainee is allowed to start using learned techniques and procedures to value business personal property accounts while outside the appraisal district under the supervision of the staff appraisers and/or the supervisor. All work is checked by the staff appraiser in charge and routed to the department supervisor for a second review. All work turned in is signed by the appraiser trainee.

The supervised period continues until there is a general consensus between the staff appraisers and trainee, and department supervisor that the trainer can operate without constant supervision. At this time, relations with the public are stressed and reviewed as well as any areas which need to be highlighted to assure uniformity in appraisal techniques. For a lengthy period of time after the trainee begins working unsupervised, their work will continue to be reviewed by the department supervisor for procedural continuity and correct calculations. Many times during all phases of training, in-house procedures and policy reviews as well as reviews of academic resources occur on a continuing basis. At times short quizzes and/or short essay questions are presented to the trainee to test current knowledge levels; these are reviewed with each person.

As in most appraisal district operations, education and training of new, as well as permanent staff appraisers, occurs on an on-going basis. Every effort is made to provide training sessions and educational classes to appraisers from within the district and also at other learning centers outside the appraisal district. Trainees are motivated to begin their formal designation educational requirements as soon as possible after taking introductory courses. RPAs are also motivated to attend seminars on specific appraisal topics and techniques as well as taking or retaking courses, with tests relative to each course. This is required to maintain the level of continuing education units necessary for each RPA to remain current in their registration requirements and to keep staff appraisers moving toward their level four designations.

Chapter 2 Appraisal Procedures

Section 2.1 Identifying Intangible Value for Commercial Property

The valuation of commercial and industrial property may include intangible business assets or business personal property when the operation of the real property and tangible business personal property are included as fundamental property components in the operation of a going concern to produce income to the business operation or business enterprise. Examples of properties under this circumstance include: motels, hotels, nursing homes, retirement facilities, medical uses such as hospitals, specialized healthcare, golf courses, and bowling alleys. These examples are properties characterized by the integration of the use and design of the real property and the tangible personal property into an income producing unit under the management and operation by a skilled and specialized labor force as a going concern or business enterprise unit.

Valuation of taxable property according to USPAP requires the valuation of these property components to provide for the allocation of taxable property interests for the tangible versus intangible property components. According to the Texas Property Tax Code, intangible property is not taxable for ad valorem tax purposes. The intangible personal business property component is the value contribution of the business enterprise or business asset value portion of the property under the going concern. FBCAD utilizes income returns and expense allocations attributed to business operation cost as a measure of the intangible business personal property or intangible business asset value.

The estimated value of the intangible business asset is based on a measure income attributed to the intangible business personal property under a going concern and may consist of:

- Estimated returns to the reputation of the business or goodwill
- Franchise fees for business affiliation
- Management cost of the business affiliation
- Consideration for the return on and of the required cost of a skilled labor force in place
- Return requirement for specific working capital

- Consideration for other operating agreements

The estimated annual income attributed to these affiliations and cost elements attributed to the intangible business asset value is capitalized under direct capitalization into a value estimate. The capitalization rate for this component of property is estimated as similar to the overall return rate for the whole property. However, the recapture component is considered based on shorter time to recover cost than the real property as business relations tend to offer shorter agreement periods.

A second method for measuring the intangible business asset to the property is based on the gross income multiplier taken from the market approach. Again, the estimated measure of income attributed to the intangible relationships is the basis of the valuation attributed to that portion of property. The gross room revenue for most operations reflects the acceptance of the property and levels of income the property will command in the market and considering comparable sales will indicate a market value for the property by gross income multipliers. Basically, the gross income multiplier times the estimated income attributed to the above mentioned list of affiliated costs out of the income stream indicates the value of the intangible business asset as a component of the whole property or going concern.

Section 2.2 Processing Property by Type

Section 2.2.1 New Businesses

It is the appraiser's responsibility to ensure that the Field Sheet is filled out completely with all necessary information for every new business. Ask the property owner for the cost information or a current asset listing with the original costs and date of acquisition for all business assets used in the production of income.

Appraisers must go into all new businesses to collect data on ownership, business name, type of business, SIC Code, mailing address, physical address, phone numbers, asset lists, determine level of trade; complete the grading for the appropriate assets; ask for leased asset information requested on the Field Sheet (i.e. cross match number), fill out useful square footage blank or alternative unit of measure (for example, number of chairs for a barber shop).

On new accounts, try to get an owner's estimate of value for supplies, raw materials, and work in progress. For convenience stores, ask specific questions as to ownership of assets, inventory, furniture and fixtures, gas pumps, underground tanks, etc. All major oil company service stations selling groceries etc. should be SIC Coded to service stations. Verify if it is a new business, or if they have relocated to this new address. When applicable, verify old location address and note this on the Field Sheet.

Field Sheets must be filled out with all information listed that can be obtained. Remember this form which will be used to enter data on new accounts into the computer system. It must be filled out completely, accurately, and it must have the correct SIC Code on it. Ask the property owner to supply a complete list of vehicles indicating year, make, model and VIN number along with any leased equipment submitted with the pertinent information required.

Section 2.2.2 Under Valued Accounts

During the field inspection period, the appraiser needs to determine if the Fort Bend CAD value is in line compared with what is observed. If the value appears to be low, check to see if the owner has rendered. If nothing appears in the account folder to substantiate the value in question, attempt to talk with the property owner or authorized agent and obtain financial information to include a current asset listing with year of acquisition and original cost of assets. During field inspections, any extremely under-valued accounts should be noted and referred to the department supervisor.

Section 2.2.3 Omitted Property

If omitted property is located, try to talk to the property owner or any authorized person and get financial information for the years in question. Make every effort to get an estimate of value for omitted property. Ask how long the business has been in existence and whether they were located elsewhere previously.

With permission from the owner or contact person, look around in the office or ask to see the Sales Tax Permit. Not only does Fort Bend CAD need the Sales Tax Date, but the Sales Tax Number is required for possible future investigation. The Certificate of Occupancy would also be helpful to determine the date the business began occupying the space.

Section 2.2.4 Deletes and Reactivates

Do not delete any account before you verify by calling the phone number listed on the Field Sheet and in the county/city business telephone directory. If you see anyone around the corresponding property, a business next door, or the leasing office, ask them questions about when the business closed or was moved. Make a note of what you learn in the comments section on the Field Sheet.

The business status must be confirmed when an account is deleted. Remember you are responsible for any deletes you turn in, and for the accuracy of field inspection data.

In essence, check carefully all deleted accounts to make sure that they, in fact, should have been deleted. If the account should have remained active, do not reactivate the account unless the appraiser has spoken to the property owner, pulled all files, and double-checked to make sure all information is correct. If there is a new business at the old location, complete a Field Sheet for a new account with all the proper information. If there is a question whether a business is still in operation at the listed address make a field check: knock on doors, look through windows, ask nearby business people, etc. **Do not guess.**

Section 2.2.5 Vehicles

On the front of the Field Sheet in the comments section, list all company owned vehicles. Complete this with all necessary information, including year, make, model, VIN number and mileage, if available. Also ask the property owner to provide a current listing of vehicles.

2015 Vehicle Depreciation Schedule

The automobile value is the product of the following percent good times the price (new).

Category 1 (Luxury Cars):	2015	90%	Category 4 (All SUV's):	2015	85%
Current year model	2014	75	Current year model	2014	70
	2013	65	Prior year model	2013	65
	2012	60		2012	60
	2011	50		2011	55
	2010	40		2010	50
	2009	35		2009	45
	2008	30		2008	35
	2007	15		2007	20
Previous years	*	10	Previous years	*	10
Category 2 (Mid Range	2015	85%	Category 5 (All Pick	2014	85%
Current year model	2014	70	Current year model	2013	75
Prior year model	2013	60	Prior year model	2012	65
	2012	55		2011	60
	2011	50		2010	55
	2010	40		2009	50
	2009	35		2008	45
	2008	30		2007	35
	2007	15		2006	20
Previous years	*	10	Previous years	*	10
Category 3 (Economy Cars):	2014	85%	Category 6 (All Vans):	2014	85%
Current year model	2013	65	Current year model	2013	70
Prior year model	2012	60	Prior year model	2012	60
	2011	50		2011	55
	2010	40		2010	45
	2009	35		2009	40
	2008	30		2008	35
	2007	25		2007	25
	2006	10		2006	10
Previous years	*	10	Previous years	*	10

Category 1: High End, Luxury Cars, including (among others):

BMW, Cadillac, Corvette, Jaguar, Lincoln, Lexus, Mercedes Benz, Porsche, Saab, Toyota (Avalon)

Category 2: Mid Range, Typical Cars, including (among others):

Acura, Audi, Buick, Chevrolet, (majority), Chrysler, Dodge, Ford (majority), Honda, Infinity, Mazda,

Category 3: Low End, Economy Cars, including (among others):

Chevrolet (Cavalier, Beretta/Corsica, Metro, Prism), Daewoo, Ford (Aspire, Escort, Tempo, Focus),

Category 4: All SUV's

Category 5: All Pick ups

Category 6: All Vans

Section 2.2.6 Office Buildings

Tenant lists are used to reduce time in office building appraisals. Field appraisers should list all office buildings in their respective territories with the name of the building manager as a contact person, if possible. Follow these steps:

1. Go to the management office. Be sure to have FBCAD ID.
2. Ask for the building manager and explain the purpose of your visit.
3. Request their assistance in verifying your listing (and/or request a rent roll).
4. Walk the building floor by floor to confirm listing and square footage provided.
5. Pick up any new businesses, and work the delete process on any that have moved (forwarding address needed) or those that have closed.

As an alternative to the listed steps, the appraiser may want to obtain a tenant list at the time the office building is being inspected. The appraiser should ask the building manager to provide additional information to the appraisal district if new businesses start or other businesses close after January 1. In addition, the appraiser may choose to call the respective building manager after January 1 for update information.

Section 2.3 Discovery of New Accounts in the Year Created

Section 2.3.1 Annual Property Review

Annual property review provides for county wide inspection of properties with new commercial and industrial improvements and improvement additions to existing structures. Also, new business personal property accounts are set up as new businesses are started and as businesses relocate.

Building permits, newspaper, other media publications, and the annual property review drive out provide discovery opportunities for locating property accounts with new improvements and additions and locations of new businesses and the relocation and demise of existing businesses.

1. Inspect, measure, and prepare property description as of appraisal date. Collect ownership information for businesses with business description and asset types as of January 1st.
2. Data entry of property information.
 - a. Account is revised with last inspection date and appraiser name.
 - b. Businesses and improvements are added to the account with all the segments describing each asset type, segment type, classification, square footage, percentage complete, percent good, physical, year built and a value for each segment. Determine quantitative description with accurate measurement and asset accounting when possible. Discuss with owner for full property listing of business assets. Indicate tax code requirement for rendition filing.
 - c. Pictures of the business location and improvements are attached to each account.

- d. Sketches of improvement are drawn with our Apex technique onto the account.
- e. Data is given back to appraiser for audit and file.
3. Valuation calculation under appropriate cost, income and market factors applicable to the appraisal date. Reconcile and estimate market value.
4. Apply applicable exemption status.
5. Calculate the market and assessed value for the appraisal date.

Section 2.3.2 Business Property Rendition Review

Review of business property renditions filed for the review of property assets. These are reconciled with the FBCAD appraisal for the final assessed market value opinion.

Section 2.3.3 Audit Data Entry and Final Value Opinion

All work is submitted to our support staff to be entered. Data is then given back to the appraisers for verification of accuracy.

Prior to notices being mailed in June, a "Plus-Minus" report is run to audit value changes.

Corrections are made as necessary.

Section 2.4 Applying CAD Depreciation Schedules for Business Personal Property

The estimated depreciation of an asset is based on the loss in value of the asset over time due to physical wear and tear, function obsolescence, and economic obsolescence as determined by market forces. Accrued depreciation is the total of all losses accrued on the asset. The depreciated value of the asset is estimated based on the sum of acquisition costs less the sum of all forms of losses or accrued depreciation. The age-life method of estimating accrued depreciation is the primary method for estimating the depreciated value or remaining life of business assets by Fort Bend CAD. The age-life method utilizes the effective age of an asset compared to industry standards or estimates of the expected or economic life for the asset. The effective age compared to the economic life is a measure of the remaining economic life of the asset. The economic life less the effective age is an indication of the remaining life and the percent good remaining of the asset.

The estimated depreciated value of the asset is the percent good times the acquisition cost of the asset. The sum of the depreciated values of all assets is an indication of total value of depreciable assets of the business.

Fort Bend CAD has compiled Depreciation Schedules indicating the estimated percent good of the asset remaining considering the economic life of the asset and the effective age of the asset (see Appendix A).

Applying the schedule for estimating the value of an asset is recommended as in the following example:

Asset Listing	Office furniture (from rendition)
Date Acquired	2010 (from rendition)
Acquisition Cost New	\$1000 (from rendition, includes item cost new, freight costs, placement costs, installation costs, all costs to situs location)
Economic Life	8 years (taken from Age-Life Guide indicating Furniture 8 Years)
Effective Age	2 years (2012 appraisal year minus 2010 year acquired)
Indicated % Good	80% Good (taken from Depreciation Schedule, 8 Year Column, 2010 year acquired)
Indicated Value	\$1000 cost times 80% Good indicates \$800 as 2012 Depreciated Value.

Section 2.5 Accepting Personal Property Renditions

A person shall render all tangible personal property used for the production of income as stated in section 22.01 of the Texas Property Tax code. Personal Property renditions are due by April 15th of each year, unless an extension request is received by April 15th.

- The extension extends the deadline for filing to May 15th.
- Fort Bend Central Appraisal District currently accepts all renditions submitted by May 15th.
- Any rendition not received by May 15th is considered late and will be coded to receive a 10% penalty of the total amount of taxes imposed on the property for that year, according to section 22.28 of the Texas Property Tax Code.

A penalty may be waived if the chief appraiser determines that the person exercised reasonable diligence to comply, per section 22.30 of the Texas Property Tax Code.

Late renditions are accepted for valuation purposes when submitted with timely filed late protests under Section 25.25 providing documentation to describe business assets and valuation errors being considered under protest.

Section 2.6 Valuation Dealer Special Inventory

The valuation estimate of the market value of special inventory is based on annual sales of the previous 12-month period corresponding to the prior tax year divided by 12. This sale information is provided by the dealer-owner filed on the Dealer's Motor Vehicle Inventory Declaration not later than February 1 each year.

For the estimate of market value of special inventory of a dealer who was not a dealer on January 1 of the prior tax year, FBCAD shall estimate the market value by extrapolating sales data for those months listed as generating actual sales divided by the number of months indicating sales greater than zero times 12. The chief appraiser shall estimate the market value of the special inventory for an active general distinguishing number for the current year if sales of inventory have not been disclosed or reported in the previous year. Provided the dealer does not file or disclose sales, FBCAD will file a report of zero sales, or sales less than five, for the dealer. The FBCAD estimate is the forecasted annualized sales for the dealer and is divided by 12 for the estimated market value of the inventory as listed on the Declaration form.

The definition of *extrapolate* is to infer values of a variable in an unobserved interval from values within an already observed interval; to project, extend, or expand known data or experience into an area not known or experienced so as to arrive at a usually conjectural knowledge of the unknown area.

Section 2.6.1 Excerpts from Property Tax Code Section 23.121

(b) For the purpose of the computation of property tax, the market value of a dealer's motor vehicle inventory on January 1 is the 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 prior tax year, divided by 12.

(c) For the purpose of the computation of property tax, the market value of the dealer's motor vehicle inventory of an owner who was not a dealer on January 1 of the prior tax year, the chief appraiser shall estimate the market value of the dealer's motor vehicle inventory. In making the estimate required by this subsection the chief appraiser shall extrapolate using sales data, if any, generated by sales from the dealer's motor vehicle inventory in the prior tax year.

(d) Except for dealer's motor vehicle inventory, personal property held by a dealer is appraised as provided by other sections of this code. In the case of a dealer whose sales from dealer's motor vehicle inventory are made predominately to dealers, the chief appraiser shall appraise the dealer's motor vehicle inventory as provided by Section 23.12 of this code.

(e) A dealer is presumed to be an owner of a dealer's motor vehicle inventory on January 1 if, in the 12-month period ending on December 31 of the immediately preceding year, the dealer sold a motor vehicle to a person other than a dealer. The presumption created by this subsection is not rebutted by the fact that a dealer has no motor vehicles physically on hand for sale from dealer's motor vehicle inventory on January 1.

Chapter 3 Rendition Policy and Procedures

Texas law provides for the local taxation of real property, such as land and buildings, and certain tangible property, including business personal property used in the production of income. Business personal property includes such items as furniture, fixtures, inventories, equipment, motor vehicles (leased and business owned), stored chemical or petroleum products, and oil and gas reserves.

The FBCAD establishes a fair market value for each piece of property in Fort Bend County, but does **not** set the amount of your taxes. Property owners who disagree with their property value may protest to the Appraisal Review Board. The FBCAD's responsibilities end with the appraisal and review process. Then, elected officials of the taxing units (county, cities, school districts, MUD's, etc.) set their annual rates, and produce and mail the tax bills. The appraisal process is designed to help assure that each property owner pays no more than his fair share of the cost of public education, fire and police protection, and dozens of other public services that are funded by local property taxes.

Initially, the personal property department compiles a list of all taxable personal property. FBCAD appraisers periodically visit every business in Fort Bend County to record information relating to its size (square footage) and the quality, condition, and density of its furniture, fixtures, machinery, and equipment. An appraisal of the business inventory is also necessary. Taxable personal property is then valued using generally accepted appraisal methods.

In all cases, the value of personal property is determined by conditions that exist on January 1 of each year, which is the mandatory assessment date in the state of Texas. The following tax calendar dates give key deadlines which property owners must meet to protect their rights and remedies as taxpayers.

Tax Calendar

January 1:	Date which determines taxable value and exemption status
No later than April 15:	Deadline for property owners to file renditions. Deadline to file written request of rendition extension.
April 30:	Freeport exemption request due.
May 1:	Notices of appraised value mailed.
May 31:	Deadline for filing protests to the ARB (or by the 30 th day after a notice of appraised value is mailed to property owners, whichever is later).
July 31:	September 1 appraisal date request due for the following tax year.
October:	Tax bills are usually mailed during this month.
January 31:	Last day to pay property taxes without the addition of penalty and interest.

Section 3.1 Property Owner Rights and Remedies

Owners of business personal property have the legal responsibility to file a rendition. The rendition should include a descriptive listing of the business assets. The owner may choose to include their opinion of the asset value. Filing a rendition is mandatory for those who own tangible personal property used in the production of income. Renditions must be filed with the FBCAD after January 1st and no later than April 15th of each year to avoid having a penalty imposed.

The type of assets required on a rendition include inventory items, consigned goods and goods in transit, raw material and work in process, leasehold improvements, machinery and other equipment, furniture and fixtures, computer equipment, tools, and vehicles used for business purposes. It is important to remember that personal property is taxable only if owned or in the tax payer's possession on January 1st. All tangible business assets, including those previously written off for IRS purposes, must be listed on the rendition.

FBCAD will mail rendition forms to business personal property owners usually during November and December of each year. At a later date, after field work has been completed and renditions processed, owners of business personal property who rendered will be mailed a notice of appraised value.

If the business has ceased operations, moved, changed names, or was sold, the property owner should file a completed "Request to Correct Status, Name or Address On Business Personal Property Accounts" with the Personal Property Department at their earliest convenience. (See Appendix B for an example of the form. An enterable PDF form is located on our website.)

Section 3.2 Property Owner Remedy for Disagreement on Appraised Value

If the property owner disagrees with the appraised value of the personal property, they have the right to protest before the Appraisal Review Board (ARB). The ARB is an impartial body whose main purpose is to hear and render decisions regarding property owner's protests.

After listening to both the property owner and an FBCAD appraiser, the ARB can order changes in the appraisal records or order the appraised value to stand. To receive a hearing, you must file a written notice of protest that includes the owner's identity and address, a description and identification of the property, and an indication of the area of dissatisfaction. The deadline for submitting the protest is May 31st (or 30 days following mailing of the Notice of Appraised Value).

Remember that neither the FBCAD nor the ARB has any control over the tax rates. Therefore, protests should be limited to the actions of the appraisal district. It is often possible for issues to be resolved without having to appear before the ARB. Frequently questions about value can be resolved by discussing the matter with FBCAD personnel either by phone or by visiting the appraisal district office.

Chapter 4 Exemption Guidelines

The taxation of tangible personal property, which is all property that is not real property, is unique and can be confusing. Therefore, the major categories of tangible personal property are listed and identified; the purpose is to determine the taxable status of such property. The following is a listing of tangible personal property types that are taxable:

- **Business Personal Property.** All business personal property located in a taxing unit is taxable unless exempted by federal or state constitutions, or laws made pursuant to.
- **Leased Equipment.** All leased equipment is taxable including automobiles that are leased to individuals for personal use. Note: Personal automobiles owned by individuals that are not used for the production of income are exempt at this time.
- All inventories are taxable.
- **Banks.** All tangible personal property owned by commercial banks is taxable. Note: Federal Reserve Banks are exempt from personal property taxation.
- **Private Aircraft.** All aircraft whether owned by individuals or corporations are taxable if used in the production of income.
- **Water and Sewer systems (water wells).** All water and sewer systems used in the production of income are taxable. Note: Special situations such as water and sewer companies providing free service to indigent people may qualify for an exemption.

These property types are exempt from taxation:

Type	Description	Application	PTC Section
Buffalo and Cattalo	All livestock classified as buffalo or cattalo are exempt from property taxation.	None	Sec 11.223(f)
Community Service Club	All community service clubs that are not used for the purpose of producing revenues or established for financial gain are exempt.	Annual, 50-128	Sec 11.23(i)
Family Supplies	All family supplies such as food are exempt.	None	Sec 11.15
Farm Products	All farm products while in the hands of the farmer are exempt from property taxation.	None	Sec 11.16
Federal Government Property	All property owned by the Federal Government is exempt. For example, post offices, military bases, U.S. courthouses, federal prisons, etc.	None	Sec 11.12
Historical Sites	All historical sites are exempt from taxation.	Annual, 50-122	Sec 11.24
Household Goods and Personal Effects	All household goods and personal effects that are not used in the production of income are exempt. For example, furniture, clothing, jewelry, utensils, and other personal items found in the household.	None	Sec 11.14
Implements of	Farm equipment such as tractors, combines, cultivators,	None	Sec 11.161

Type	Description	Application	PTC Section
Husbandry	crop dusters, trailers, etc., which are used in the production of farm or ranch products are exempt from personal property taxation.		
Private Schools	Tangible personal property owned by private schools that are non-profit is exempt. The schools however, must maintain a regular curriculum, student body, and faculty. In addition, the institution must also pledge its entire assets for educational purposes.	Once, 50-119	Sec 11.21
Public Property	Property owned by the State or a political subdivision of the State that is used for the benefit of the public is exempt. For example, public schools, libraries, etc. Note: If the property is rented or leased to a private business, it is taxable.	None	Sec 11.11
Purely Public Charities	Tangible personal property owned by charitable organizations and used exclusively for public charity is exempt.	Once, 50-115	Sec 11.18
Religious Organizations	Tangible personal property owned by religious organizations at the actual place of worship, which is used for religious worship is exempt.	Once, 50-117	Sec 11.20
Theatre Schools	All theatre schools that are not used to produce revenue or held for financial gain are exempt.	Annual, 50-125	Sec 11.23(g)

As a general rule most income producing personal property is taxable. Please be advised that property which has been exempt from state sales taxes or federal income taxes is not automatically exempt from ad valorem taxation.

0 provides examples of the state exemption applications for otherwise taxable property. Fillable PDF versions of these forms and of the applications listed in the table can be found on the State Comptroller's website at <http://www.window.state.tx.us/taxinfo/taxforms/02-form06.html>.

Appendix A Schedules

Appendix A.1 2015 Furniture-Fixtures-Equipment Depreciation Guide

Age Life	Residual Value	Guide
3	11%	Desktop, Laptop computers, PC's, Restaurant (small wares, pots, pans), Rental video tapes/video games
4	11%	Mainframes, Servers, POS Equipment
5	20%	MRI Equipment, CT Scanners, Hi-Tech Medical, Video Gaming System, Rental Office Furniture, Wooden Pallets
6	20%	Printers, Copiers, Fax, Phone Systems, Office Equipment, Light Electronics, Landscape Service Equipment, Security Equipment, Information Systems (answering service equipment)
8	20%	Retail Furniture (shelves, displays); Furniture & Fixtures (offices); Gas Station-C Stores; Gas Pumps; Fuel Dispensing Equipment; Golf Equipment & Carts; Bank Furniture, Fixtures & Equipment; Restaurant & Bar Equipment; Nail, Beauty and Barber Shop Fixtures & Equipment; Hotels and Motels Furniture, Fixtures & Equipment; Funeral Homes; Physical Fitness; Game Rooms (eight liners) Vending Machines; Satellite Dish, ATV; ATM's; Low boys (small trailers)
10	20%	Auto Repair Machinery & Equipment; Amusement Parks and Recreation Machinery & Equipment; Car Wash Equipment; Dry Clean Laundry Machinery & Equipment; Medical, Dental and Veterinary Equipment; Hospital Furnishings & Equipment; Signs; Tractor Trailers; Forklifts; Light Residential & Commercial Construction Machinery & Equipment
12	20%	Scientific Research Lab, Testing Machinery & Equipment, Metal Working Machinery & Equipment; Heavy Construction Machinery & Equipment, Boats
15	30%	Underground Steel Storage Tanks
20	33%	Concrete Blocks/Brick Manufacturing, Billboards, Pull-Type Trailers, Mobile Office Trailers, Stainless Steel Tanks, Steel Modular Shipping Containers.

Section 4.1 2015 Estimate of Depreciated Value for Furniture, Fixtures and Equipment

Furniture & Fixtures

8 YEAR

YEAR	% GOOD
Previous Years	20%
2006	25%
2007	26%
2008	30%
2009	36%
2010	46%
2011	58%
2012	70%
2013	80%
2014	90%
2015	100%

Office Machines, Mobile/Telephones

6 YEAR

YEAR	% GOOD
Previous Years	20%
2006	20%
2007	20%
2008	22%
2009	25%
2010	32%
2011	44%
2012	59%
2013	74%
2014	87%
2015	100%

Computers

3 YEAR

YEAR	% GOOD
Previous Years	11%
2011	11%
2012	29%
2013	45%
2014	68%
2015	100%

Shop Equipment

10 YEAR

YEAR	% GOOD
Previous Years	20%
2004	28%
2005	28%
2006	30%
2007	36%
2008	44%
2009	54%
2010	62%
2011	72%
2012	79%
2013	85%
2014	92%
2015	100%

Machine & Equipment

8 YEAR

YEAR	% GOOD
Previous Years	20%
2006	25%
2007	26%
2008	30%
2009	36%
2010	46%
2011	58%
2012	70%
2013	80%
2014	90%
2015	100%

MRI Equip, CT Scanners

5 YEAR

YEAR	% GOOD
Previous Years	20%
2006	20%
2007	20%
2008	20%
2009	20%
2010	25%
2011	37%
2012	54%
2013	70%
2014	85%
2015	100%

Computers (Mainframe & Servers)

4 YEAR

YEAR	% GOOD
Previous Years	11%
2011	34%
2012	44%
2013	57%
2014	75%
2015	100%

Processing Equipment, Heavy

15 YEAR

YEAR	% GOOD
Previous Years	30%
1999	30%
2000	31%
2001	33%
2002	37%
2003	44%
2004	52%
2005	58%
2006	62%
2007	66%
2008	71%
2009	75%
2010	78%
2011	85%
2012	89%
2013	91%
2014	95%
2015	100%

Appendix A.2 2015 Vehicle Depreciation Schedule

The automobile value is the product of the following percent good times the price (new).

Category 1 (Luxury Cars):	2015	90%	Category 4 (All SUV's):	2015	85%
Current year model	2014	75	Current year model	2014	70
	2013	65	Prior year model	2013	65
	2012	60		2012	60
	2011	50		2011	55
	2010	40		2010	50
	2009	35		2009	45
	2008	30		2008	35
	2007	15		2007	20
Previous years	*	10	Previous years	*	10
Category 2 (Mid Range	2015	85%	Category 5 (All Pick	2014	85%
Current year model	2014	70	Current year model	2013	75
Prior year model	2013	60	Prior year model	2012	65
	2012	55		2011	60
	2011	50		2010	55
	2010	40		2009	50
	2009	35		2008	45
	2008	30		2007	35
	2007	15		2006	20
Previous years	*	10	Previous years	*	10
Category 3 (Economy Cars):	2014	85%	Category 6 (All Vans):	2014	85%
Current year model	2013	65	Current year model	2013	70
Prior year model	2012	60	Prior year model	2012	60
	2011	50		2011	55
	2010	40		2010	45
	2009	35		2009	40
	2008	30		2008	35
	2007	25		2007	25
	2006	10		2006	10
Previous years	*	10	Previous years	*	10

Category 1: High End, Luxury Cars, including (among others):

BMW, Cadillac, Corvette, Jaguar, Lincoln, Lexus, Mercedes Benz, Porsche, Saab, Toyota (Avalon)

Category 2: Mid Range, Typical Cars, including (among others):

Acura, Audi, Buick, Chevrolet, (majority), Chrysler, Dodge, Ford (majority), Honda, Infinity, Mazda,

Category 3: Low End, Economy Cars, including (among others):

Chevrolet (Cavalier, Beretta/Corsica, Metro, Prism), Daewoo, Ford (Aspire, Escort, Tempo, Focus),

Category 4: All SUV's

Category 5: All Pick ups

Category 6: All Vans

Appendix A.3 Rendition Forms

There are several state-required forms used for rendering business property. PDF versions of these forms can be found on the FBCAD website at <http://www.fbcad.org>. Click on Forms in the left pane and scroll down to the Commercial and Personal Property Forms area. Print the appropriate form, fill it out, and mail it to the Fort Bend CAD or County address.

Fort Bend uses a state-approved FBCAD generated form for the rendering of aircraft. This replaces state form 50-159. The remaining forms listed on the FBCAD website are links to fillable PDF forms from the comptroller's website. The versions on the FBCAD website have the correct FBCAD or Fort Bend County address filled out for your convenience. You can also access those forms directly at: <http://www.window.state.tx.us/taxinfo/taxforms/02-form12.html>.

The Personal Property forms accessible on the FBCAD website are:

- General Real Property Rendition of Taxable Property (50-141)
- General Personal Property Rendition of Taxable Property (50-144)
- Dealer's Motor Vehicle Inventory Declaration (50-244)
- Dealer's Motor Vehicle Inventory Tax Statement (50-246)
- Dealer's Motor Vehicle Inventory Election for Rendition (50-815)
- Dealer's Vessel and Outboard Motor Inventory Declaration (50-259)
- Dealer's Vessel and Outboard Motor Inventory Tax Statement (50-260)
- Dealer's Heavy Equipment Inventory Declaration (50-265)
- Dealer's Heavy Equipment Inventory Tax Statement (50-266)
- Retail Manufactured Housing Inventory Declaration (50-267)
- Retail Manufactured Housing Inventory Tax Statement (50-268)
- Application for Vehicle Used to Produce Income and Personal Non-Income Producing (50-759)
- Confidential Aircraft Rendition
- Personal Property Name and Address Correction
- Affidavit Statement of Personal Property Use
- Affidavit Statement of Use, Sale, Non-existence of Property, or Discontinuance of Business
- Application for Exemption of Goods Exported from Texas "Freeport Exemption" (50-113)
- Application for Property Tax Abatement Exemption (50-116)

Appendix B Field Sheet and Property Forms

PERSONAL PROPERTY FIELD SHEET

Date _____	Appraiser _____
Prop. ID P _____ R# _____	S.P.T.B. Code _____
Acct. # _____	SIC Code _____
Owner BSN Name _____	Sales Tax# _____
DBA _____	Type Code _____
Situs Addr. _____	Class Inv.* _____
City of Situs & Zip _____	Class F/F. * _____
C/O Name _____	SF or Unit # _____
Mailing Address _____	% Good F/F _____
City _____	Flat Value Inv. _____
Telephone # _____	Flat Value F/F _____
Legal _____	Adds _____
_____	New Imp. Value _____

JURISDICTION CODES : TUG C___ D___ E___ F___ G___ J___ M___ R___ S___ W___

Attach Card Here	Property Code _____
	Type of Business _____
	Vehicles Observed _____
	Date occupied: _____ Contact Name _____

*Quality Density (1-9) of Inventory or Furniture, Fixtures and/or Equipment
 Comments & Notes:



Fort Bend Central Appraisal District
 2801 B.F. Terry Blvd.
 Rosenberg, Texas 77471-5600
 Telephone: (281)344-8623

4/6/15

**REQUEST TO CORRECT STATUS,
 NAME OR ADDRESS ON BUSINESS
 PERSONAL PROPERTY ACCOUNTS**

Instructions: You may use this form to request the Fort Bend Central Appraisal District correct the status, name and or mailing address on a business personal property account. Upon completion promptly mail or deliver this form to the above address. If you have any questions please call (281) 344-8623. PROMPT NOTIFICATION IS REQUIRED. COMPLETE ALL SPACES WITHIN THE SELECTED SECTIONS AND SIGN BELOW. PLEASE PRINT CLEARLY.

Present Business Name: _____ Acct#: _____ Tax Year: _____

CORRECT Name and/or Mail Address. Correct Name: _____

Correct Address: _____

Comments: _____

Business was **MOVED**, Date: _____ New Phone #: _____

Old Address: _____

New Address: _____

Comments: _____

Business was **CLOSED**, Date: _____ I may be reached at phone #: _____

Send mail to my permanent mail address: _____

Comments: _____

Business was **SOLD**, Date: _____ Business' new phone #: _____

Name of Seller: _____ Phone # of Seller: _____

Send mail to my permanent mail address: _____

Name of Buyer: _____ Phone # of Buyer: _____

Address of Buyer: _____

Bill of sale and/or list of business assets sold is attached: Yes No


All business personal taxes due have been paid: Yes No

Comments: _____

The information provided herein is true and correct to the best of my knowledge and belief.

Signature: _____ Title: _____ Date: _____

Printed Name: _____ Title: _____ Phone #: _____

 <p>Fort Bend Central Appraisal District 2801 B.F. Terry Blvd. Rosenberg, Texas 77471-5600 Telephone: (281)344-8623</p>	4/15	<p>Affidavit Statement of Use, Sale, Non-Existence of Property, or Discontinuance of Business</p>
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Instructions: This form is to be used to present facts or evidence concerning your property to the Fort Bend Central Appraisal District or Fort Bend County Appraisal Review Board. Please write legibly and attach any relevant documents. You may use this form as proof of a sale of a business, proof of the sale or disposition of business personal property, or proof that a business did not own assets (including motor vehicles) which are subject to appraisal by the Fort Bend Central Appraisal District. The completed form **must be delivered to the Fort Bend County Appraisal Review Board** before the date of any scheduled hearing. **The affidavit must be executed before a Notary public or other official authorized to administer oaths, and submitted to the address above.**

Part I – Owner/Business Name and Property Identification	
Property Owner	
Mailing Address (P.O. Box or number and street)	Property Description
City, State and Zip + 4	Tax Year(s)
Daytime Phone Number (area code and number)	Agent's Name and Code, if any

Part II – Property Status (Mark the appropriate box and provide all relevant information in the space provided.)

Note: Depreciable assets for purposes of federal taxation, including motor vehicles, as well as assets in storage are still considered income producing assets.

<input type="checkbox"/> The business or property was sold. Date of Sale _____ Purchaser _____ Address _____	<input type="checkbox"/> The business was closed. Date of Closure _____ <input type="checkbox"/> The business was moved. Date of Move _____ New Location _____
<input type="checkbox"/> Motor Vehicle(s) sold before January 1. (Include name and mailing address of new owner, if known.) Date of Sale _____ Purchaser _____ Mailing Address _____	<input type="checkbox"/> Property is not held or used for the production of income. <input type="checkbox"/> Motor Vehicle(s) are not held or used for the production of income.

Motor Vehicle(s) situated in another county, state or used in interstate commerce. (Please complete chart below).
 For interstate commerce, indicate the total miles traveled in Texas and the total miles traveled in other states for the tax year in question.

Year	Description	VIN Number	License	Situs (county or state)	Texas Miles	Total Miles in Other States

Explanation: Use this space to explain or clarify the status of your business or any assets owned by your business.

Please continue on the other side of form.

Part III - Attestation

I, (print name of person making affidavit) _____, being first placed under Oath by the undersigned official authorized to administer oaths under the laws of this State, do solemnly swear or affirm that the information herein and attached is true and correct.

Sworn and subscribed to before me this _____ day of _____, _____.

(seal)

Signature of property owner/affiant

Title (Printed)

NOTARY PUBLIC, State of Texas

My Commission Expires

The making of a false statement in a governmental record is punishable as provided by section 37.10 of the Texas Penal Code.

Appendix C Exemption Forms



Application For Property Tax Exemption:

Property Tax
Form 50-759

For Vehicle Used to Produce Income and Personal Non-Income Producing Activities

Fort Bend Central Appraisal District

281-344-8623

Appraisal District's Name

Phone (area code and number)

Fort Bend Central Appraisal District, 2801 B.F. Terry Blvd, Rosenberg, TX 77471

Address, City, State, ZIP Code

GENERAL INSTRUCTIONS

This exemption applies to vehicles used to produce income and personal non-income producing activities as governed by Tax Code, Section 11.254. This application is for one passenger car* or truck* that you own and use for both of two purposes: the production of income and non-income-producing-personal activities.

APPLICATION DEADLINE

You must file the completed application with all required documentation between January 1 and no later than April 30 of the year for which you are requesting an exemption. You must furnish all information and documentation required by the application.

If the chief appraiser grants the exemption, you do not need to reapply annually. You must reapply if the chief appraiser requires you to do so, or if you want the exemption to apply to a vehicle not listed in this application. You must notify the chief appraiser in writing when your right to this exemption ends.

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.

* If your motor vehicle is not a passenger car or light truck that meets the following definitions, the vehicle does not qualify for the exemption.

Passenger car means a motor vehicle, other than a motorcycle, used to transport persons and designed to accommodate 10 or fewer passengers, including the operator.

Light truck means a truck, including a pickup truck, panel delivery truck, or carryall truck, that has a manufacturer's rate carrying capacity of 2,000 pounds or less.

STEP 1: State the Year for Which You are Seeking an Exemption

State the year for which you are seeking an exemption

STEP 2: Provide Name and Mailing Address of Property Owner and Identity of Person Preparing Application

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):

Name of Person Preparing this Application

Title

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

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

** Unless the applicant is a charitable organization with a federal tax identification number, the applicant's driver's license number, personal identification certificate number, or social security account number is required. Pursuant to Tax Code Section 11.48(a), a driver's license number, personal identification certificate number, or social security account 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). If the applicant is a charitable organization with a federal tax identification number, the applicant may provide the organization's federal tax identification number in lieu of a driver's license number, personal identification certificate number, or social security account number.

The Property Tax Assistance Division at the Texas Comptroller of Public Accounts provides property tax information and resources for taxpayers, local taxing entities, appraisal districts and appraisal review boards.

For more information, visit our website:
www.window.state.tx.us/taxinfo/proptax

50-759 • 03-12/8



Application For Property Tax Exemption

STEP 3: Vehicle ID, Vehicle Physical Location and Other Required Information

1. Vehicle Identification Number			2. Year		
3. Make	4. Body Style	5. Model	6. Weight		
Physical Location of Vehicle on Jan. 1					

STEP 4: Answer These Questions

Do you use this vehicle for the production of income in your occupation or profession? Yes No

Do you use this vehicle for personal activities that do not produce income for you? Yes No

STEP 5: Read, Sign, and Date

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.

sign here ▶

Signature

Date

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

For more information, visit our website: www.window.state.tx.us/taxinfo/proptax



Application for Exemption of Goods Exported from Texas ("Freeport Exemption")

Property Tax
Form 50-113

<input type="text"/>	<input type="text"/>
Appraisal District's Name	Phone (area code and number)

Address, City, State, ZIP Code

GENERAL INSTRUCTIONS: This exemption applies to "freeport goods" as governed by Texas Constitution, Article VIII, Section 1-j and Tax Code, Section 11.251. The exemption applies to items in your inventory that (1) are or will be forwarded out of Texas within 175 days of the date you acquire them or bring them into Texas and (2) are in Texas for assembling, storing, manufacturing, repair, maintenance, processing or fabricating purposes. The exemption does not apply to oil, natural gas, or liquid or gaseous materials that are immediate derivatives of refining of oil or natural gas. The phrase "liquid or gaseous materials that are the immediate derivatives of the refining of oil or natural gas" is defined in Comptroller Rule 9.4201. The amount of the exemption for this year is normally based on the percentage of your inventory made up by such goods last year.

APPLICATION DEADLINES: You must file the completed exemption application form between January 1 and no later than April 30 of the year for which you are requesting an exemption. You must furnish all information required by the application. You may file a late application up to midnight the day before the appraisal review board approves the appraisal records for the year for which you are requesting an exemption. Pursuant to Tax Code, §11.4391, if you do file a late application and your application is approved, you are liable to each taxing unit for a penalty equal to 10 percent of the difference between the amount of tax imposed by the taxing unit on the inventory or property, a portion of which consists of freeport goods, and the amount that would otherwise have been imposed.

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

OTHER IMPORTANT INFORMATION

Pursuant to Tax Code §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.

STEP 1: State the Year for Which You are Seeking an Exemption

State the year for which you are seeking an exemption

STEP 2: Provide Name and Mailing Address of Property Owner and Identity of Person Preparing Application

<input style="width: 100%; height: 25px;" type="text"/>	
Name of Property Owner	
<input style="width: 100%; height: 25px;" type="text"/>	
Mailing Address	
<input style="width: 540px; height: 25px;" type="text"/>	<input style="width: 230px; height: 25px;" type="text"/>
City, State, ZIP Code	Phone (area code and number)

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

Individual
 Partnership
 Corporation
 Other (specify):

<input style="width: 100%; height: 25px;" type="text"/>	<input style="width: 100%; height: 25px;" type="text"/>	<input style="width: 100%; height: 25px;" type="text"/>
Name of Person Preparing this Application	Title	Driver's License, Personal I.D. Certificate, or Social Security Number*

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

* Unless the applicant is a charitable organization with a federal tax identification number, the applicant's driver's license number, personal identification certificate number, or social security account number is required. Pursuant to Tax Code Section 11.48(a), a driver's license number, personal identification certificate number, or social security account 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). If the applicant is a charitable organization with a federal tax identification number, the applicant may provide the organization's federal tax identification number in lieu of a driver's license number, personal identification certificate number, or social security account number.

The Property Tax Assistance Division at the Texas Comptroller of Public Accounts provides property tax information and resources for taxpayers, local taxing entities, appraisal districts and appraisal review boards.

For more information, visit our Web site:
www.window.state.tx.us/taxinfo/proptax

50-113 • 09-11/13



Application for Exemption of Goods Exported from Texas

STEP 3: Authorized Agent's Name

Authorized Agent's Name (if different for above)

Mailing Address

City, State, ZIP Code

Phone (area code and number)

STEP 4: Describe the Property for Which You are Seeking an Exemption

Appraisal District Account Number (if known) (Or attach tax bill or copy of appraisal or tax office correspondence concerning this account. If unavailable, give the street address at which the property is located)

Location of Inventory (street address, city, ZIP code)

Give a general description of the types of items in this inventory. (use additional sheets if necessary)

STEP 5: Answer these Questions About Your Property

For the purposes of this application, "inventory" means your inventory of finished goods, supplies, raw materials and work in progress.

Will portions of this inventory be transported out of state this year? Yes No

Have you applied for appraisal of your inventory on September 1? Yes No

Were portions of your inventory transported out of this state throughout last year? Yes No

If "No," because inventory transported only part of year, give the months during which portions of your inventory were transported out of the state last year.

1. Give the total cost of goods sold for the entire year ending December 31, \$

2. Give the total cost of goods sold that were shipped out of Texas within 175 days of the date you acquired them in or brought them into Texas last year, less the cost of any goods, raw materials or supplies incorporated into them that were not eligible for the freeport exemption or were in Texas more than 175 days. \$

3. On what types of records do you base the amounts given above? (Check as many as apply.)

- Audited financial statement
- Sales records
- Internal reports
- Bills of lading
- Texas franchise tax reports
- Other (describe)

4. Percentage of last year's value represented by freeport goods (divide 2 by 1). %

5. Will the percentage of goods transported out of Texas this year be significantly different than the percentage transported out last year? Yes No

6. If "Yes," why?

7. What was the market value of your inventory on January 1 of this year (or September 1 of last year, if you have qualified for September 1 inventory appraisal)? \$

8. What is the value of the inventory you claim will be exempt this year. \$

STEP 6: Read, Sign, and Date

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

sign here

Authorized Signature

Date

Title

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 Section 37.10, Penal Code.

For more information, visit our Web site: www.window.state.tx.us/taxinfo/proptax



Application for Property Tax Abatement Exemption

Property Tax
Form 50-116

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 §11.28. You must furnish all information and documentation required by the application.

APPLICATION DEADLINES: You must file the completed application with all required documentation between January 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 §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.

STEP 1: State the Year for Which You are Seeking an Exemption

State the year for which you are seeking an exemption

STEP 2: Provide Name and Mailing Address of Property Owner and Identity of Person Preparing Application

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):

Name of Person Preparing this Application Title Driver's License, Personal I.D. Certificate, or Social Security Number*

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

* Unless the applicant is a charitable organization with a federal tax identification number, the applicant's driver's license number, personal identification certificate number, or social security account number is required. Pursuant to Tax Code Section 11.49(a), a driver's license number, personal identification certificate number, or social security account 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 11.49(b). If the applicant is a charitable organization with a federal tax identification number, the applicant may provide the organization's federal tax identification number in lieu of a driver's license number, personal identification certificate number, or social security account number.

STEP 3: Describe the Property for Which You are Seeking an Exemption *If you applied last year and nothing has changed, and/or your agreement(s) were not modified, skip to the renewal section.*

Street Address, City, State, and ZIP code

Legal Description (if known) Appraisal District Account Number (if known)

The Property Tax Assistance Division at the Texas Comptroller of Public Accounts provides property tax information and resources for taxpayers, local taxing entities, appraisal districts and appraisal review boards.

For more information, visit our website:
www.window.state.tx.us/taxinfo/proptax
50-116 • 02-12/11



Application for Property Tax Abatement Exemption

STEP 4: List the Taxing Units that have Agreed to Abate your Taxes and Attach Copies of the Abatement Agreement for Each Unit

Two sets of empty rectangular boxes for listing taxing units.

FOR EACH TAXING UNIT IDENTIFIED, ATTACH COPIES OF ABATEMENT AGREEMENTS.

STEP 5: Answer these Questions About the Abatement(s)

Are the terms and duration of each taxing unit's agreement different or identical?

Input fields for 'Different' and 'Identical' with checkboxes.

If different, please copy this form for each taxing unit and complete Step 5 for each unit. In the area where you listed the taxing units, please circle the taxing unit that you are summarizing.

If identical, please describe the nature of the abatement agreements for this year by completing the following:

Input fields for 'Lump sum exemption of \$', 'Percentage exemption of %', and 'Other' with a descriptive note.

Does the agreement abate taxes on personal property? Yes No

Are you in compliance with the agreement? Yes No

If "No," attach a statement explaining the reason for non-compliance.

STEP 6: Read, Sign, and Date

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.

sign here

Authorized Signature

Title

Empty box for signature.

Printed Name

RENEWAL of Existing Exemption

I certify that the information given in the application filed for [] is still true and correct to the best of my knowledge and belief.

sign here

Authorized Signature

Title

Empty box for signature.

Printed Name

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 Section 37.10., Penal Code.

For more information, visit our website: www.window.state.tx.us/taxinfo/proptax

Appendix D Uploading Documents to FBCAD

The Fort Bend Central Appraisal District’s website enables you to electronically submit your rendition data as required by the state. The FBCAD makes every effort to keep your data secure. Please submit your rendered data in the standard format for lease vehicles or equipment as shown below and accessible through templates on the FBCAD website. All data should be submitted in a single spreadsheet with Lease status listed as active, deleted/disposed or new records.

Warning: For security reasons, when you upload your documents you will no longer have access to view or edit your files. Please make sure your documentation clearly indicates your company information and a current contact.

Format for Leased Vehicles:

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q
1	Tax Year	Lease Company	Lessee Name	Vehicle Year	Vehicle Make	Vehicle Model	Serial #/VIN	Date Acquired	Cost	Opinion of Value	Situs Address 1	City	State	Zip	Exemption Yes/No	Account Number	Account Category(CONTINUE, DELETE, NEW)
2	Page 1																
3																	
4																	

Format for Leased Equipment:

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
1	Tax Year	Lease Company	Lessee Name	Asset Number	Asset Description	Year	Date Acquired	Cost	Opinion of Value	Situs Address 1	City	State	Zip	Account Number	Account Category(CONTINUE, DELETE, NEW)
2	Page 1														
3															
4															

Appendix D.1 FBCAD Lease Templates

You can access the template by following these steps:

1. Go to www.fbcad.org
2. Click on Forms/Submissions
3. Drag down and click on Forms.
4. Click on Commercial and Personal Property Forms
5. Click on the appropriate lease template.
6. Click Open.
7. Template will appear.

This excel spreadsheet can be filed electronically on our website. See Appendix E.2 for details on how to upload the completed spreadsheet.

Appendix D.2 Uploading the Rendition

To upload documents follow these steps:

1. Go to www.fbcad.org.
2. Click on the Forms/Submissions.
3. Drag down and click on Upload Commercial/PP Documents.



The upload screen on the following page appears.

The screenshot shows the Fort Bend Central Appraisal District website. At the top, there is a blue header with the district logo on the left, the name 'Fort Bend Central Appraisal District' in the center, and a 'Select Language' dropdown on the right. Below the header is a navigation menu with links: HOME, MAP, FORMS / SUBMISSIONS, DISTRICT INFORMATION, DATA REQUESTS, ONLINE PROTEST, HELP, and SITE SEARCH. A 'Property Search' bar is located below the navigation menu, with a search icon and the text 'Enter any combination of name, address, or property identifier' and 'advanced'. The main content area is titled 'COMMERCIAL AND PERSONAL PROPERTY DOCUMENT UPLOAD'. It contains several form fields: 'COMPANY NAME', 'FULL NAME', 'EMAIL ADDRESS', 'PHONE NUMBER', 'EMPLOYEE' (a dropdown menu with 'Any employee' selected), 'UPLOAD FILE' (with a 'Browse...' button), 'COMMENTS' (a large text area), and 'CAPTCHA VERIFICATION' (with a CAPTCHA image and a 'Refresh Image' link). At the bottom of the form are 'Submit' and 'Clear' buttons.

4. Enter the requested information:

- Company Name
- Full Name of the company contact
- Email Address of the company contact
- Phone number of the company contact
- For Employee, use the drop down menu to choose the name of the Personal Property Appraiser who is to receive your documents.

5. For Upload File, click the Browse button and select your file.

6. For Comments, enter any additional pertinent information for the appraiser.

7. Enter the CAPTCHA characters and click Submit.

For technical assistance with the Fort Bend Central Appraisal District's website, please contact our IT Department at 281-344-8623 ext. 145.

For information regarding your rendition or questions regarding your data please call our Renditions Department Processor at 281-344-8623 ext 173.

Place Holder for Standard Code Table Report