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 #: ______________