**BUSINESS PERSONAL PROPERTY RENDITION OF TAXABLE PROPERTY**

FOR JANUARY 1, 2019 (RETURN COMPLETED RENDITION BY APRIL 1, 2019)

Name of Business: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Property ID: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Attn: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Name of Owner: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Mailing Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Location of Business: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

City, State, Zip: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone Type of Business Activity or Enterprise

(If the above information is not correct, please make necessary changes.)

Ownership Type (optional): Individual or sole proprietorship  Partnership  Association  Corporation  Other

Please provide this information about the closure, sale, or new location of the business (if applicable) (optional)

|  |  |
| --- | --- |
| Business Sold  Business Closed  Business Moved | Date business closed, sold,  or moved |
| Name, address, and phone number of buyer | Location business was moved to |

Did assets remain in place as of January 1?  Yes  No  The business owned no taxable assets in the county as of January 1

**This document must be filed with the appraisal district office in the county in which your property is taxable. It must not be filed with the Comptroller of Public Accounts. Location and address information for appraisal district offices may be found at: http://comptroller.texas.gov/propertytax/references/directory/cad/**

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

**FILING AND DEADLINES:** Rendition statements and property reports must be delivered to the chief appraiser after January 1 and not later than April 1 except as provided by Tax Code Section 22.02. On written request by the property owner, the chief appraiser shall extend a deadline for filing a rendition statement or property report to May 1. The chief appraiser may further extend the deadline an additional 15 days upon good cause shown in writing by the property owner. Pursuant to Tax Code Section 22.02, if an exemption applicable to a property on January 1 terminates during the tax year, the person who owns or acquires the property on the date applicability of the exemption terminates shall render the property for taxation within 30 days after the date of termination. If the chief appraiser denies an application for an exemption for property subject to rendition pursuant to Tax Code Section 22.01(a), the person who owns the property on the date the application is denied shall render the property for taxation in the required manner within 30 days after the date of denial.

**INSPECTION OF PROPERTY:** Pursuant to Tax Code Section 22.07, the chief appraiser or his authorized representative may enter the premises of a business, trade, or profession and inspect the property to determine the existence and market value of tangible personal property used for the production of income and having a taxable situs in the district.

**REQUEST FOR STATEMENT REGARDING VALUE:** Pursuant to Tax Code Section 22.07, the chief appraiser may request, either in writing or by electronic means, that the property owner provide a statement containing supporting information indicating how value rendered was determined. The property owner must deliver the statement to the chief appraiser, either in writing or by electronic means, not later than the 21st day after the date the chief appraiser's request is received. The statement must:

(1) summarize information sufficient to identify the property, including:

(A) the physical and economic characteristics relevant to the opinion of value, if appropriate; and

(B) the source of the information used;

(2) state the effective date of the opinion of value; and

(3) explain the basis of the value rendered.

Failure to comply in a timely manner is considered to be a failure to timely render and the Tax Code requires that penalties be applied by the chief appraiser.

**PENALTIES:** The chief appraiser must impose a penalty on a person who fails to timely file a required rendition statement or property report in an amount equal to 10 percent of the total amount of taxes imposed on the property for that year by taxing units participating in the appraisal district. The chief appraiser must impose an additional penalty on the person equal to 50 percent of the total amount of taxes imposed on the property for the tax year of the statement or report by the taxing units participating in the appraisal district if it is finally determined by a court that:

(1) the person filed a false statement or report with the intent to commit fraud or to evade the tax; or

(2) the person alters, destroys, or conceals any record, document, or thing, or presents to the chief appraiser any altered or fraudulent record, document, or thing, or otherwise engages in fraudulent conduct, for the purpose of affecting the course or outcome of an inspection, investigation, determination, or other proceeding before the appraisal district.

**SPECIAL INSTRUCTIONS:** Effective January 1, 2014, certain dealers of motor vehicle inventory may elect to file renditions under Tax Code Chapter 22, rather than file declarations and tax statements under Tax Code Chapter 23. Tax Code Section 23.121(a)(3) allows a dealer to make this election if it (1) does not sell motor vehicles that are self-propelled and designed to transport persons or property on a public highway; (2) meets either of the following two requirements: (a) the total annual sales from the inventory, less sales to dealers, fleet transactions, and subsequent sales, for the preceding tax year are 25% or less of the dealer's total revenue from all sources during that period, or (b) the dealer did not sell a motor vehicle to a person other than another dealer during the preceding tax year and the dealer estimates that the dealer's total annual sales from the dealer's motor vehicle inventory, less sales to dealers, fleet transactions, and subsequent sales, for the 12-month period corresponding to the current tax year will be 25% or less of the dealer's total revenue from all sources during that period; (3) files with the chief appraiser and the tax collector by August 31 of the tax year preceding January 1 on a form prescribed by the comptroller a declaration that the dealer elects not to be treated as a dealer under Tax Code Section 23.121 in the current tax year; AND (4) renders the dealer's motor vehicle inventory in the current tax year by filing a rendition with the chief appraiser in the manner provided by Tax Code Chapter 22. A dealer who makes this election must file the declaration annually with the chief appraiser and the tax collector by August 31 of the preceding tax year, so long as the dealer meets the eligibility requirements of law.

Effective January 1, 2014, a dealer of heavy equipment inventory may render its inventory by filing a rendition statement or property report as provided

by Tax Code Chapter 22. If the dealer files a rendition, the dealer is not considered to be a dealer as defined by Tax Code Section 23.1241(a)(1). A heavy equipment inventory dealer has the option to render or to file declarations and tax statements, without filing additional declarations with the chief appraiser or tax collector.

Please indicate if you are filling out this form as:

 Owner, employee or employee of an affiliated entity of the owner  Authorized Agent  Fiduciary  Secured Party



Name of Owner, Authorized Agent, Fiduciary, or Secured Party



Present Mailing Address



City, State, Zip Code, Phone (area code and number)

Are you a secured party with a security interest in the property subject to this rendition and with a historical cost new of more than $50,000, as defined

and required by Tax Code Section 22.01(c-1) and (c-2)? . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . .  Yes  No

If you checked "Yes" to this question, you must attach a document signed by the property owner indicating consent for you to file the rendition. Without the authorization, the rendition is not valid and cannot be processed.

 By checking this box, I affirm that the information contained in the most recent rendition statement file for a prior tax year (the tax year) continues to be complete and accurate for the current tax year.

(Check only if applicable and your assets were exactly the same as last year’s rendition form.)



**Check the total market value of your property.  Under $20,000  $20,000 or more**

**If you checked “Under $20,000”, please complete only Schedule A and if applicable, Schedule F. Otherwise, complete schedules B, C, D, E, and/or F, whichever is applicable.**

When required by the chief appraiser, you must render any taxable property that you own or manage and control as a fiduciary on January 1 [Tax Code Section 22.01(b)]. For this type of property, complete Schedule A or Schedule F, whichever is applicable.

When required by the chief appraiser, you must file a report listing the name and address of each owner of property that is in your possession or under

your management on January 1 by bailment, lease, consignment, or other arrangement [Tax Code Section 22.04(a)]. For this type of property, complete Schedule F.



**If you make a false statement on this form, you could be found guilty of a Class A misdemeanor or a**

**state jail felony under Penal Code Section 37.10.** 

**This form must be signed and dated. By signing this document, you attest that the information contained on it is true and correct to the best of your knowledge and belief.**

If you are a secured party, property owner, an employee of the property owner, or an employee of a property owner on behalf of an affiliated entity of the property owner, print, sign and date on the line below. No notarization is required.

print sign

here \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ here \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date

If you are **NOT** a secured party, property owner, an employee of the property owner, or an employee of a property owner on behalf of an affiliated entity of the property owner, print, sign and date on the lines below. NOTORIZATION IS REQUIRED

I swear that the information provided on this form is true and correct to the best of my knowledge and belief.

print sign

here \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ here \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date

Subscribed and sworn before me this \_\_\_\_\_\_\_\_ day of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, 2019\_\_\_\_\_.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Notary Public, State of Texas

**PLEASE RETURN THE COMPLETED FORM TO HAYS CENTRAL APPRAISAL DISTRICT**

**Tax Code Section 22.26 states:**

*(a) Each rendition statement or property report required or authorized by this chapter must be signed by an individual who is required to file the statement or report.*

*(b) When a corporation is required to file a statement or report, an officer of the corporation or an employee or agent who has been designated in writing*

*by the board of directors or by an authorized officer to sign in behalf of the corporation must sign the statement or report.*

**Tax Code Section 22.01(c-1) states:**

In this section:

*(1) "Secured party" has the meaning assigned by Section 9.102, Business & Commerce Code.*

*(2) "Security interest" has the meaning assigned by Section 1.201, Business & Commerce Code.*

**Tax Code Section 22.01(c-2) states:**

With the consent of the property owner, a secured party may render for taxation any property of the property owner in which the secured party has a security interest on January 1, although the secured party is not required to render the property by Subsection (a) or (b). This subsection applies only to property that has a historical cost when new of more than $50,000.

**Tax Code Section 22.01(d-1) states:**

A secured party is not liable for inaccurate information included on the rendition statement if the property owner supplied the information or for failure to timely file the rendition statement if the property owner failed to promptly cooperate with the secured party. A secured party may rely on information provided by the property owner with respect to:

*(1) the accuracy of information in the rendition statement;*

*(2) the appraisal district in which the rendition statement must be filed; and*

*(3) compliance with any provisions of this chapter that require the property owner to supply additional information.*

**Schedule A: Personal Property Valued Less than $20,000**

List all taxable personal property by type/category of property (See “Definitions and Relevant Tax Code Sections”). If needed, you may attach additional sheets OR a computer-generated copy, listing the information below. If you manage or control property as a fiduciary on Jan. 1, also list the names and addresses of each property owner. “Good faith estimate of market value” or “historical cost when new” is optional for Schedule A only.

|  |  |  |  |
| --- | --- | --- | --- |
|  | General Description of Property | Physical Location or Address of Property (if different) | Good Faith Estimate of Market Value\* |
| Inventory/Supply |  |  |  |
| Furniture & Fixtures |  |  |  |
| Equipment and Computers |  |  |  |
| Miscellaneous |  |  |  |

\*Good faith estimate of market value” is not admissible in a subsequent protest, hearing, appeal, suit, or other proceeding involving the property except for: (1) proceedings to determine whether a person complied with rendition requirement; (2) proceedings for determination of fraud or intent to evade tax; or (3) a protest under Tax Code Section 41.41.

**Personal Property Valued at $20,000 or More**

**Schedule B: Inventory, Raw Materials and Work In Process**

Include goods in warehouses or storage and goods in transit. Manufacturers will include cost of goods in process, all applicable burden or overhead costs. Consigned goods on which the tax

List all taxable inventories by type of property. If needed, attach additional sheets OR a computer-generated copy, listing the information below. If you manage or control property as a fiduciary on Jan. 1, also list the names and addresses of each property owner.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Property Description by Type/Category | Property Address or Address Where Taxable | Estimate of Quantity of Each Type | Good faith Estimate of Market Value\* | **OR**  Historical Cost When New\*\* | Year Acquired\*\* | Property Owner Name/Address  (if you manage or control property as a fiduciary) |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |

**Schedule C: Supplies**

List all supplies by type of property. If needed attach additional sheets OR a computer generated copy listing the information below. If you manage or control property as a fiduciary on Jan. 1, also list the names and addresses of each property owner.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Property Description by Type/Category | Property Address or Address Where Taxable | Estimate of Quantity of Each Type | Good faith Estimate of Market Value\* | **OR**  Historical Cost When New\*\* | Year Acquired\*\* | Property Owner Name/Address  (if you manage or control property as a fiduciary) |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |

**Schedule D: Vehicles, Trailers, and Special Equipment**

List only vehicles that are licensed in the name of the business as shown on Page 1. Vehicles disposed of after Jan. 1 are taxable for the year and must be listed below. If needed, attach additional sheets OR a computer generated listing of the information below. Report leased vehicles under Schedule F. Leased vehicles must be reported showing the name and address of the owner.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Year/Make/Model | Physical Location or Property Address (if different) | Good Faith Estimate of Market Value\* | **OR**  Historical Cost When New\*\* | Year Acquired\*\* | Last 4 VIN Number  (optional) |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

Vehicles owned by an individual used in the production of income and personal use may qualify for an exemption. The application for property tax exemption (Form 50-759) can be downloaded from the Comptroller’s website: http://comptroller.texas.gov/taxinfo/taxforms/50-759.pdf

Please mail or fax the application to Hays Central Appraisal District no later than **April 30**.

**DO NOT** include the vehicle on this rendition form if you are applying for the exemption.

\* If you provide an amount in the “good faith estimate of market value,” you need not complete a “historical cost when new” and “year acquired.” “Good faith estimate of market value” is not admissible in a subsequent protest, hearing, appeal, suit, or other proceeding involving the property except for: (1) proceedings to determine whether a person complied with rendition requirement; (2) proceedings for determination of fraud or intent to evade tax; or (3) a protest under Tax Code Section 41.41.

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

**Schedule E: Furniture, Fixtures, Machinery, Equipment, Computers**

Total (by year acquired) all furniture, fixtures, machinery, equipment and computers (new or used) still in possession on Jan. 1. Items received as gifts are to be listed in the same manner. If needed, attach additional sheets or a computer-generated listing of the information below.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Furniture & Fixtures**  **(8 year life)** | Good Faith Estimate of Market Value\* | **OR**  Historical Cost When New\*\* | Year Acquired\*\* | % Good\*\*\* | RCNLD Value\*\*\* |
|  |  |  | 2018 | 82 |  |
|  |  |  | 2017 | 71 |  |
|  |  |  | 2016 | 62 |  |
|  |  |  | 2015 | 53 |  |
|  |  |  | 2014 | 43 |  |
|  |  |  | 2013 | 34 |  |
|  |  |  | 2012 | 26 |  |
|  |  |  | 2011 | 19 |  |
|  |  |  | 2010 & prior | 09 |  |
| Totals |  |  |  |  |  |

\*If you provide an amount in the

"good faith estimate of market value,"

you need not complete a "historical

cost when new" and "year acquired."

"Good faith estimate of market value" is not

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Computers**  **(4 year life)** | Good Faith Estimate of Market Value\* | **OR**  Historical Cost When New\*\* | Year Acquired\*\* | % Good\*\*\* | RCNLD Value\*\*\* |
|  |  |  | 2018 | 68 |  |
|  |  |  | 2017 | 42 |  |
|  |  |  | 2016 | 28 |  |
|  |  |  | 2015 | 15 |  |
|  |  |  | 2014 | 08 |  |
|  |  |  | 2013 & prior | 03 |  |
| Totals |  |  |  |  |  |

admissible in subsequent protest, hearing, appeal, suit, or other proceeding involving the property except for: (1) proceedings to

determine whether a person complied

with rendition requirements; (2)

proceedings for determination of

fraud or intent to evade tax; or (3) a

protest under Section 41.41 Tax Code.

\*\* If you provide an amount in

"historical cost when new" and "year

acquired," you need not complete

**"good faith estimate of market value."**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Electronics & Office Equip**  **(5 year life)** | Good Faith Estimate of Market Value\* | **OR**  Historical Cost When New\*\* | Year Acquired\*\* | % Good\*\*\* | RCNLD Value\*\*\* |
|  |  |  | 2018 | 74 |  |
|  |  |  | 2017 | 56 |  |
|  |  |  | 2016 | 41 |  |
|  |  |  | 2015 | 28 |  |
|  |  |  | 2014 | 17 |  |
|  |  |  | 2013 & prior | 8 |  |
| Totals |  |  |  |  |  |

\*\*\*If you provide an amount in

"historical cost when new" and "year

acquired," these are the most

common percent good factors used to

determine the replacement cost new less depreciation (RCNLD) to assist

in determining an opinion of value. Historical cost multiplied by the % good equals RCNLD.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Medium Duty & Office Equip**  **(6 year life)** | Good Faith Estimate of Market Value\* | **OR**  Historical Cost When New\*\* | Year Acquired\*\* | % Good\*\*\* | RCNLD Value\*\*\* |
|  |  |  | 2018 | 79 |  |
|  |  |  | 2017 | 62 |  |
|  |  |  | 2016 | 46 |  |
|  |  |  | 2015 | 33 |  |
|  |  |  | 2014 | 22 |  |
|  |  |  | 2013 | 10 |  |
|  |  |  | 2012 & prior | 08 |  |
| Totals |  |  |  |  |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Machinery & Equipment**  **(8 year life)** | Good Faith Estimate of Market Value\* | **OR**  Historical Cost When New\*\* | Year Acquired\*\* | % Good\*\*\* | RCNLD Value\*\*\* |
|  |  |  | 2018 | 82 |  |
|  |  |  | 2017 | 71 |  |
|  |  |  | 2016 | 62 |  |
|  |  |  | 2015 | 53 |  |
|  |  |  | 2014 | 43 |  |
|  |  |  | 2013 | 34 |  |
|  |  |  | 2012 | 26 |  |
|  |  |  | 2011 | 19 |  |
|  |  |  | 2010 & prior | 09 |  |
| Totals |  |  |  |  |  |

\*If you provide an amount in the

"good faith estimate of market value,"

you need not complete a "historical

cost when new" and "year acquired."

"Good faith estimate of market value"

is not admissible in subsequent

protest, hearing, appeal, suit, or other

proceeding involving the property

except for: (1) proceedings to

determine whether a person complied

with rendition requirements; (2)

proceedings for determination of

fraud or intent to evade tax; or (3) a

protest under Section 41.41 Tax Code.

\*\* If you provide an amount in

"historical cost when new" and "year

acquired," you need not complete

"good faith estimate of market value."

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Heavy Machinery & Equipment**  **(10 year life)** | Good Faith Estimate of Market Value\* | **OR**  Historical Cost When New\*\* | Year Acquired\*\* | % Good\*\*\* | RCNLD Value\*\*\* |
|  |  |  | 2018 | 85 |  |
|  |  |  | 2017 | 77 |  |
|  |  |  | 2016 | 70 |  |
|  |  |  | 2015 | 63 |  |
|  |  |  | 2014 | 55 |  |
|  |  |  | 2013 | 46 |  |
|  |  |  | 2012 | 37 |  |
|  |  |  | 2011 | 28 |  |
|  |  |  | 2010 | 19 |  |
|  |  |  | 2009 & prior | 10 |  |
| Totals |  |  |  |  |  |

\*\*\*If you provide an amount in

"historical cost when new" and "year

acquired," these are the most

common percent good factors used to

determine the replacement cost new less depreciation (RCNLD) to assist

in determining an opinion of value. Historical cost multiplied by the % good equals RCNLD.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Heavy Machinery & Equipment**  **(12 year life)** | Good Faith Estimate of Market Value\* | **OR**  Historical Cost When New\*\* | Year Acquired\*\* | % Good\*\*\* | RCNLD Value\*\*\* |
|  |  |  | 2018 | 87 |  |
|  |  |  | 2017 | 81 |  |
|  |  |  | 2016 | 75 |  |
|  |  |  | 2015 | 70 |  |
|  |  |  | 2014 | 64 |  |
|  |  |  | 2013 | 58 |  |
|  |  |  | 2012 | 52 |  |
|  |  |  | 2011 | 45 |  |
|  |  |  | 2010 | 38 |  |
|  |  |  | 2009 | 32 |  |
|  |  |  | 2008 | 27 |  |
|  |  |  | 2007 | 18 |  |
|  |  |  | 2006 & prior | 10 |  |
| Totals |  |  |  |  |  |

**Schedule F: Property Under Lease, Bailment, Consignment or Other Arrangement**

List the name and address of each owner of taxable property that is in your possession or under your management on Jan. 1 by bailment, lease, consignment or other arrangement. If needed, attach additional sheets OR a computer-generated copy listing the information below.

|  |  |  |
| --- | --- | --- |
| Property Owner’s Name | Property Owner’s Address & Phone Number | Description of Property |
|  |  |  |
|  |  |  |
|  |  |  |

**Definitions**

**Address Where Taxable:** In some instances, personal property that is only temporarily at its current address may be taxable at another location (taxable situs). If you know that this is the case, please list the address where taxable.

**Consigned Goods:** Personal property owned by another person that you are selling by arrangement with that person. If you have consigned goods, report the name and address of the owner in the appropriate blank.

**Estimate of Quantity:** For each type or category listed, the number of items, or other relevant measure of quantity (e.g., gallons, bushels, tons, pounds, board feet).

**Fiduciary:** A person or institution who manages property for another and who must exercise a standard of care in such management activity imposed by law or contract.

**Good Faith Estimate of Market Value:** Your best estimate of what the property would have sold for in U.S. dollars on Jan. 1 of the current tax year if it had been on the market for a reasonable length of time and neither you nor the purchaser was forced to buy or sell. For inventory, it is the price for which the property would have sold as a unit to a purchaser who would continue the business.

**Historical Cost When New:** What you paid for the property when it was new, or if you bought the property used, what the original buyer paid when it was new. If you bought the property used, and do not know what the original buyer paid, state what you paid with a note that you purchased it used.

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

**Personal Property:** Every kind of property that is not real property; generally, property that is movable without damage to itself or the associated real property.

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

**The following is provided to assist taxpayers in completing Schedule B through F of the rendition.**

If in the owner's opinion, the aggregate market value of the personal property is $20,000 or more the owner must provide a good faith estimate of the property's market value **or** the historical cost when new and the year of acquisition.

Schedules B through F requests information on the fixed assets used in your business. Please provide the total cost by year of acquisition for all property on hand as of January 1 of the current year in the "Historical Cost" column. You should report all property in use or on hand even if fully depreciated on your books or expensed. The rendition form includes the most often used percent good factors for business personal property. If you have specialized property you may contact the Hays Central Appraisal District for appropriate factors. The percent good factors are applied to the cost to arrive at "Replacement Cost New Less Depreciation" which is one of the areas weighed by the appraiser to arrive at an opinion of value. If you do not wish to perform the calculations in Schedules B through F, you may fill in only the original cost for appropriate year of acquisition. The appraisal district will perform the calculations for you. The calculation example is as follows:

**Historical Cost New X %Good = Replacement Cost New Less Depreciation (RCNLD**)

Below are guidelines that will assist you in placing property in **Schedule E** per the rendition form:

**Furniture & Fixtures (8 year)** - Office furniture, retail fixtures, apartment and hotel case goods, and similar property

**Computers (4 year)** - Personal computers, cell phones, and word processors

**Electronic & Office Equipment (5 year)** – Mainframe computers, telephone systems, fax machines, copy machines, point of sale equipment, photography equipment, and alarm/surveillance systems

**Medium Duty Machinery & Office Equipment (6 year)** - communications equipment, electric powered office machines, and appliances

**Medium Duty Machinery (8 year)** – Fast food equipment, building trades/contractors small equipment, medical/dental equipment, trailers, golf carts, vending machines, and automotive industry tools

**Machinery & Equipment (10 year)** - Heavy equipment, forklifts, air compressors, pallet jacks, generators, manufacturing and processing equipment

**Heavy Machinery & Equipment (12 year)** – Excavation equipment, road paving equipment, and concrete plant equipment