



KAUFMAN CENTRAL APPRAISAL DISTRICT BUSINESS PERSONAL PROPERTY EXTENSION REQUEST

NAME: _____
 ATTN: _____
 ADDRESS: _____
 CITY/ST: _____

1. FORM INFORMATION:

To ensure timely processing, please: (1) use a separate form for each account, (2) complete all applicable sections, and (3) provide your return mailing address above. Deadlines that fall on weekends and legal holidays are extended to the next regular business day. Completed business personal property renditions must be delivered to the chief appraiser after January 1st and not later than April 15th each year. On a timely written request by the property owner or authorized agent, the chief appraiser shall automatically extend a deadline for filing a rendition by 30 days to May 15th. If the initial 30-day extension is timely requested, the chief appraiser may further extend the deadline an additional 15 days to May 30th upon good cause shown timely in writing by the property owner or authorized agent.

2. OWNER/BUSINESS INFORMATION:

- A. Does a KCAD property ID# already exist for this account? YES _____ NO _____
 If you answered "YES", go to Step B. If you answered "NO", skip to Step C.
- B. What is your Kaufman County Appraisal District Property ID#: ACCT#:
- C. What is the business name? _____
- D. What is the owner's name? _____
- E. What is the mailing address? _____ City/State/Zip _____
- F. What is the phone number? _____
- G. What is the location address? _____ City/State/Zip _____
- H. What is the business type and square footage occupied? _____

3. YOUR REQUEST

Please select/complete **one** of the options below then go to step 4:
 ___ I request an automatic 30 day extension to May 15th for filing a rendition on the property described in section 2.
 ___ I have previously been granted a 30 day extension to May 15th for filing a rendition on the property described in section 2 and request an additional 15 day extension to May 30th for the following **good cause**: _____

4. SIGNATURE

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, AND IF APPLICABLE, THAT YOU ARE AUTHORIZED TO REPRESENT THE PROPERTY OWNER IN THIS MATTER:

Sign Here	Signature	Printed Name	Date
	_____	_____	_____
	Company	Title	Phone Number
	_____	_____	_____