

**Note to Chief Appraisers: This is a sample press release you may use as a template if you send out press releases to your local news media to alert taxpayers regarding important property tax information. Please feel free to localize the sample release by adding contact information for your county appraisal district office; quotes from the chief appraiser; other helpful information such as dates, times and locations of ARB hearings; whether applications for property tax exemptions are required annually; or any specific instructions that apply to taxpayers in your appraisal district.**

**For Immediate Release**

**Date**

## **(NAME) County Appraisal District Reminds Businesses to Render their Taxable Property by April 15**

If you own tangible personal property that is used to produce income, you must file a rendition with the (NAME OF COUNTY) County Appraisal District by April 15.

A rendition is a report that lists all the taxable property you owned or controlled on Jan. 1 of this year. Property includes inventory and equipment used by a business. Owners do not have to render exempt property, such as church property or an agriculture producer's equipment used for farming.

"The appraisal district may use the information submitted in the rendition to set property values," said (NAME OF CHIEF APPRAISER).

You can also file a report of decreased value to notify the appraisal district of significant depreciation of your property. "For example, if your property was damaged by a storm, flood or fire last year, you should file a report of decreased value. The appraisal district will look at your property before assigning a value," said (LAST NAME OF CHIEF APPRAISER).

The last day to file a rendition or report of decreased value is April 15. A 10 percent to 50 percent penalty may be imposed if a rendition is filed late, incomplete or not at all.. Property owners who need more time to file their renditions may file a written request with the chief appraiser on or before April 15 to receive an automatic extension to May 15 or the next business day. The chief appraiser may also grant an additional 15 days after the postponed deadline, if necessary.

For more information about rendering property, deadline extensions, penalties and rendition forms, taxpayers may contact the (NAME) County Appraisal District at (INSERT CAD CONTACT INFORMATION). Information is also available from the Comptroller's Property Tax Assistance Division's website at [comptroller.texas.gov/taxes/property-tax/](http://comptroller.texas.gov/taxes/property-tax/).