

SECTION 25.25	Real and Personal Property Correction Request/Motion	Account Number:
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INSTRUCTIONS: Complete all applicable parts of this form and submit to the **Gregg Appraisal District, 4367 W. LOOP 281, Longview, Texas 75604.** For questions, please contact this office at (903-238-8823). **IMPORTANT: Be sure to attach all relevant documents to be considered.**

Part 1 – Owner and Property Identification

Property Owner's Name	Daytime Telephone Number
Mailing Address	City, State, Zip
Property Location	Agent's Name and Code, If any

Part II – Correction Information: Briefly specify the error to be corrected in the appraisal roll and why.

<p>1. Tax Year – Mark Tax Year(s) to be corrected: <input type="checkbox"/>2011 <input type="checkbox"/>2012 <input type="checkbox"/>2013 <input type="checkbox"/>2014 <input type="checkbox"/>2015 <input type="checkbox"/>2016</p> <p>2. Correction Type (mark appropriate box)</p> <p><input type="checkbox"/> Clerical, Mathematical, Computer, Transcription Error*</p> <p><input type="checkbox"/> Multiple appraisal with account(s) _____</p> <p><input type="checkbox"/> Property not located at address shown on roll</p> <p><input type="checkbox"/> Error in name/address property description</p> <p><input type="checkbox"/> Property over-appraised by more than 1/3**</p> <p><input type="checkbox"/> Property does not exist</p> <p><input type="checkbox"/> Business closed or sold _____ (give effective date)</p>	<p>3. Explanation – State reasons for the correction below and attach any supporting documentation. *</p> <hr/> <hr/> <hr/> <hr/> <p>4. Have you been employed by the Gregg Appraisal District within the current or three preceding calendar years?</p> <p style="text-align: center;"><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>5. Has supporting documentation been attached?</p> <p style="text-align: center;"><input type="checkbox"/> Yes <input type="checkbox"/> No</p>
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* A clerical error involves a mathematical error, a transcription error, a computer error, or an error that results in the appraisal roll not reflecting what the chief appraiser or ARB intended it to reflect. Measurement errors, such as inventory estimates or square footage estimate ARE NOT clerical errors unless there was a mathematical error in calculation.

* Supporting documentation includes items such as closing statements, rent rolls, vacancy rate and income statements, lease agreements, construction contracts, demolition permits, tax returns, bills of sale, photographs, insurance reports, appraisal reports, asset listings, or other information relevant to your request.

** Your motion must be filed prior to the delinquency date.

6. Payment of Taxes (mark appropriate box)

Yes No Property taxes due for each year in question have not become delinquent and the property owner has complied with Section 42.08 of the Texas Property Tax Code and has not forfeited the right to appeal for non-payment of taxes.

Part III – Property Owner/Representative Signature

I affirm under penalty of law that the information stated in this document and all attachments is correct. I request that the Appraisal Review Board (ARB) schedule a hearing to decide whether or not to correct the error in the appraisal roll. I request that the Appraisal Review Board send notice of the time, date, and place fixed for the hearing, not later than 15 days before the scheduled hearing. I understand that if the chief appraiser approves the changes requested, this action constitutes a binding agreement and is not subject to appeal or review by the ARB.

Signature	Title
Name Printed	Date