SECTION 25.25	**Real and Personal Property Correction Request/Motion**	**Account Number:**

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

Owner's Name and Mailing Address:	**Daytime Telephone Number:**
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.

1. Tax Year – Mark Tax Year(s) to be corrected:

☐2012 ☐2013 ☐2014 ☐2015 ☐2016 ☐2017

2. Correction Type ***(mark appropriate box)***

- ☐ Clerical, Mathematical, Computer, Transcription Error*
- ☐ Multiple appraisal with account(s) _____
- ☐ Property not located at address shown on roll
- ☐ Error in name/address property description
- ☐ Property over-appraised by more than 1/3**
- ☐ Property does not exist
- ☐ Business closed or sold _____ (give effective date)

3. Explanation – State reasons for the correction below and attach any supporting documentation. *

4. Have you been employed by the Gregg Appraisal District within the current or three preceding calendar years?

☐ **Yes** ☐**No**

5. Has supporting documentation been attached?

☐**Yes** ☐**No**

* 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.

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

* 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.

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