

# Lessor's Rendition of Property

## Leased Automobiles and/or Equipment

**CONFIDENTIAL**



Tax Year \_\_\_\_\_

Appraisal District Account Number \_\_\_\_\_

**GENERAL INFORMATION:** This form is used to render motor vehicles and/or equipment leased that were owned or managed and controlled as a fiduciary on Jan. 1 of this year (Tax Code Section 22.01).

**FILING:** This document and all supporting documentation must be filed with the appraisal district. It can be hand delivered, submitted by mail to 625 FM 1460, Georgetown, TX 78626, OR by email to [renditions@wcad.org](mailto:renditions@wcad.org). An excel spreadsheet template is available on our website. If sending by email and the file is large, please submit as a zipped file.

### SECTION 1: Property Owner/Lessor Information

Property Owner Name \_\_\_\_\_

Mailing Address, City, State, ZIP Code \_\_\_\_\_

Primary Phone Number (area code and number) \_\_\_\_\_

Email Address \_\_\_\_\_

Property Owner is (check one):

Individual    Corporation    Partnership    Trust    Association    Nonprofit Corporation    Other: \_\_\_\_\_

### SECTION 2: Party Filing Report

Property Owner    Secured Party  
 Employee of Property Owner    Fiduciary  
 Authorized Agent    Other \_\_\_\_\_  
 Employee of Property Owner on Behalf of Affiliated Entity of the Property Owner

**NOTE:** When a corporation is required to file this 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 on behalf of the corporation must sign the report (Tax Code Section 22.26(b)).

Name of individual authorized to sign this report \_\_\_\_\_

Title or Position \_\_\_\_\_

Mailing Address, City, State, ZIP Code \_\_\_\_\_

Phone Number (area code and number) \_\_\_\_\_

Email Address \_\_\_\_\_

Complete if applicable.

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

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 by Tax Code

Section 22.01(c-1) and (c-2)? .....  Yes    No

If yes, attach a document signed by the property owner indicating consent to file the rendition. Without the authorization, the rendition is not valid and cannot be processed.

### SECTION 3: Leased Motor Vehicle and/or Equipment Information

Leased Motor Vehicles: Complete *Schedule 1* for each vehicle being rendered.

Leased Equipment: Complete *Schedule 2* for each asset being rendered.

Complete the table (attach additional sheets as necessary) or a spreadsheet setting forth the required information. All information must be separately identified in a manner that conforms to the column headers used in the table or that is acceptable to the property owner and appraisal district.

## SECTION 4: Affirmation and Signature

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 Section 37.10, Penal Code.

I, \_\_\_\_\_,  
Printed Name of Authorized Individual

swear or affirm that the information provided in this report is true and accurate to the best of my knowledge and belief.

**NOTE:** If the person filing and signing this report is not the property owner, an employee of the property owner, an employee of a property owner signing on behalf of an affiliated entity of the property owner or a secured party as defined by Tax Code Section 22.01, the signature below must be notarized.

**sign  
here** ➔

\_\_\_\_\_  
Signature of Authorized Individual

\_\_\_\_\_  
Date

Subscribed and sworn before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
Notary Public, State of Texas

## Important Information

**GENERAL INFORMATION:** This form is used to render motor vehicles and/or equipment leased that were owned or managed and controlled as a fiduciary on Jan. 1 of this year (Tax Code Section 22.01). This report is confidential and not open to public inspection; disclosure is permitted pursuant to the terms of Tax Code Section 22.27.

**FILING INSTRUCTIONS:** This document and all supporting documentation must be filed with the appraisal district. It can be hand delivered, submitted by mail to 625 FM 1460, Georgetown, TX 78626, OR by email to [renditions@wcad.org](mailto:renditions@wcad.org). An excel spreadsheet template is available on our website. If sending by email and the file is large, please submit as a zipped file.

**DEADLINES:** Rendition statements and property report deadlines depend on property type. The statements and reports must be delivered to the chief appraiser after Jan. 1 and no later than the deadline indicated below.

Rendition Statements and Reports	Deadlines	Allowed Extensions
Property generally	<b>April 15</b>	<ul style="list-style-type: none"><li>• May 15 upon written request</li><li>• Additional 15 days for good cause shown</li></ul>
Property regulated by the Public Utility Commission of Texas, the Railroad Commission of Texas, the federal Surface Transportation Board or the Federal Energy Regulatory Commission. Tax Code 22.23(d).	<b>April 30</b>	<ul style="list-style-type: none"><li>• May 15 upon written request</li><li>• Additional 15 days for good cause shown</li></ul>

**PENALTIES:** Failure to timely file a required rendition statement or property report will incur a penalty of 10 percent of the total amount of taxes imposed on the property for that year. An additional penalty will be incurred of 50 percent of the total amount of taxes imposed on the property for the tax year of the statement or report, if a court determines that:

1. a person filed a false statement or report with the intent to commit fraud or to evade the tax; or
2. for the purpose of affecting the course or outcome of an inspection, investigation, determination, or other proceeding before the appraisal district, a person:
  - altered, destroyed or concealed any record, document or thing;
  - presented to the chief appraiser any altered or fraudulent record, document, or thing; or
  - otherwise engages in fraudulent conduct.

# Schedule 1: Leased Motor Vehicle Information

Complete this schedule for each leased motor vehicle being rendered. If multiple motor vehicles are being rendered, duplicate this page, and provide the same information requested for each vehicle rendered. In lieu of filling out the schedule in this form, a spreadsheet setting forth the required information may be submitted. All such information must be separately identified in a manner that conforms to the column headers used in this schedule's table.

An excel spreadsheet template is available on our website. You may email a copy of the spreadsheet to [renditions@wcad.org](mailto:renditions@wcad.org). If the file is large, please submit as a zipped file.

Lease #	Lessee Name	Physical Address Vehicle is Kept	City State Zip Code	Vehicle Identification Number	Model Year	Make	Body Style/Type	Model	Weight	Lease Date	Year Purchased	Historical Cost When New	Good Faith Estimate of Market Value	Lessee Signed Affidavit on File (Y or N)	Comments

Continue on additional sheets if needed.

## Schedule 2: Leased Equipment Information

Complete this schedule for each leased asset being rendered. If multiple assets are being rendered, duplicate this page, and provide the same information requested for each vehicle rendered. In lieu of filling out the schedule in this form, a spreadsheet setting forth the required information may be submitted. All such information must be separately identified in a manner that conforms to the column headers used in this schedule's table.

An excel spreadsheet template is available on our website. You may email a copy of the spreadsheet to [renditions@wcad.org](mailto:renditions@wcad.org). If the file is large, please submit as a zipped file.

Lease #	Lessee Name	Physical Address Asset is Kept	City State Zip Code	Asset Description	Asset Type	Lease Date	Asset # / Identifier	Year Purchased	Historical Cost When New	Good Faith Estimate of Market Value	Exemptions	Comments

Continue on additional sheets if needed.