

# EXTENSION REQUEST FOR BUSINESS PERSONAL PROPERTY



RETURN COMPLETE FORM TO:

KAUFMAN COUNTY APPRAISAL DISTRICT  
BPP EXTENSION REQUEST  
PO BOX 819  
KAUFMAN, TX 75142

KCAD USE ONLY

RECEIPT STAMP

## PLEASE PRINT CLEARLY:

NAME: \_\_\_\_\_

ATTN: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY/ST: \_\_\_\_\_

## 1. READ THIS:

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 1<sup>st</sup> and not later than April 15<sup>th</sup> each year. On 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 15<sup>th</sup>. If the initial 30 day extension is timely requested, the chief appraiser may further extend the deadline an addition 15 days to May 30<sup>th</sup> 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#:

PID#: \_\_\_\_\_

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 1<sup>ST</sup> for filing a rendition on the property described in Section 2.

\_\_\_\_ I have previously been granted a 30 day extension to May 1<sup>ST</sup> for filing a rendition on the property described in Section 2 and request an additional 15 day extension to May 15<sup>th</sup> 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 ► \_\_\_\_\_ DATE \_\_\_\_\_

PRINTED NAME \_\_\_\_\_ TITLE \_\_\_\_\_

PHONE NUMBER \_\_\_\_\_