

Ward County Appraisal District Frequently Asked Questions Business Personal Property

What is a rendition for Business Personal Property?

A rendition is a form that provides the appraisal district with the description, location, cost and acquisition dates for personal property that you own. The appraisal district uses the information to help estimate the market value of your property for taxation purposes.

Who must file a rendition?

Renditions must be filed by owners of tangible personal property that is used for the production of income and owners of tangible personal property on which an exemption has been cancelled or denied.

What types of property must be rendered?

Business owners are required by state law to render personal property that is used in a business or used to produce income. This property includes furniture and fixtures, equipment, machinery, computers, inventory held for sale or rental, raw materials, finished goods, and work in process. You are not required to render intangible personal property (property that can be owned but does not have a physical form) such as cash, accounts receivable, goodwill, and other similar items.

When and where must the rendition be filed?

The last day to file your rendition is April 15. It must be postmarked by April 15 or hand delivered to the WCAD office by the close of business on April 15. A 30-day extension will be granted if requested in writing. You may mail your renditions to Ward County Appraisal District, PO Box 905, Monahans, Texas 79756.

Can I email or fax my rendition?

No. In order to be considered **timely** filed, your rendition must either be physically delivered to the district by the deadline or mailed to the district and postmarked by the deadline.

Is my information confidential?

Yes. Information contained in a rendition cannot be disclosed to third parties except in very limited circumstances. In addition, any estimate of value you provide is not admissible in proceedings other than a protest to the ARB or court proceedings related to penalties for failure to render. The final value we place on your property is public information, but your rendition is not.



What happens if I do not file a rendition or I file it late?

If you fail to file your rendition before the deadline or you do not file at all, a penalty equal to 10 percent of the amount of taxes ultimately imposed on the property will be levied against you. There is also a 50 percent penalty if a court finds you engaged in fraud or other actions with the intent to evade taxes.

How do I get more information or assistance?

You may browse the Ward County Appraisal District and/or the Texas Comptroller of Public Accounts websites for forms and general information, you may call the appraisal district at (432) 943-3224 or you may come by the district office at 808 S Betty Ave, Monahans, Texas 79756.

Business Personal Property Valuation

Tangible personal property, used in the operation of a commercial business and not exempt by application or statute, is appraised for each tax year. Personal Property Renditions begin the yearly process for existing accounts. Being familiar with the local market and businesses, each rendition is evaluated for accuracy and reasonableness. A rendition that indicated significant variation is further investigated for accuracy. Office discussions, telephone calls and inspections are used to resolve the suspected variances. As the renditions are processed, the declared property is depreciated as necessary and the information recorded in the appraisal records.

Each year, some personal property accounts fail to be rendered. The same procedure for suspect renditions is followed. There is office discussion, to see if someone has any information pertaining to the business, telephone calls and/or inspections are conducted to determine if the business is closed or to input a proper appraised value with the appropriate penalty.



Ward County Appraisal District

Procedures for Personal Property

Discovery

1. Field Inspections
2. Local Newspaper Ads
3. Texas Comptroller Sales Tax Permits
4. Renditions
5. Business Owners

Accepting Renditions and Assessing or Waiving Penalties

Ward County Appraisal District accepts renditions by fax, email, regular mail and walk-ins. All forms are accepted whether or not they are the standard forms supplied by the Texas Comptroller.

Penalties are assessed unless the property owner provides supporting documents showing good cause for missing the filing deadline or not filing a rendition. The Chief Appraiser waives the rendition penalty on a case by case basis after reviewing all information provided by the property owner. The property owner is notified in writing of the Chief Appraiser's decision.

Inspecting New Personal Property Accounts

Ward County Appraisal District staff does an onsite field inspection of all new personal property accounts to verify the information received on the rendition. If the property owner does not render, this allows the personal property appraiser to inform the property owner of the rendition and appraisal process.

Verifying Accuracy of Work Done By Appraisers

Ward County Appraisal District staff checks accuracy of work done by appraisers in several ways:

1. Error Edits Reports
2. A second Appraisal District staff member checks the work
3. Renditions are checked against the appraisal card
4. Final reports are run to check totals

