

Harris County Appraisal District  
Personal Property Division  
P.O. Box 922010  
Houston TX 77292-2010  
**FORM 25.25(b)PP** (04/09)

## REQUEST TO CORRECT NAME OR ADDRESS ON A BUSINESS PERSONAL PROPERTY ACCOUNT

Account Number: \_\_\_\_\_

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

### Instructions

You may use this form to ask the Harris County Appraisal District to correct the owner's name or the mailing address on a business personal property account. After completing the form mail it back to the Harris County Appraisal District at the address above. If you are delivering this form bring it to our Information & Assistance Division located at 13013 Northwest Fwy. If you have any questions, please call (713)957-7800



**Please Print or Type all Information**

<b>1. Type of Request</b>	<input type="checkbox"/> Add new ownership information	<input type="checkbox"/> Correct error in existing owner's name
	<input type="checkbox"/> Update or correct owner's mailing address	<input type="checkbox"/> Update or correct property location address Date address changed: _____
	<input type="checkbox"/> Current Year correction	<input type="checkbox"/> Prior Year Correction for years _____

<b>2. Ownership Information</b>	Owner's Name _____
	Business Name (if different) _____
	Mailing Address _____
	City _____ State _____ Zip Code _____
	Telephone (area code and number) _____

<b>3. Property Description</b>	Property Address: _____	
	Date Purchased (if applicable) _____	HCAD Account No.: _____
	From Whom Purchased _____	

<b>4. Affirmation</b>	I am owner of the property described above and request the Harris County Appraisal District to correct its records to reflect the information listed above.	
	Signature _____	Date _____
	Printed Name _____	Title _____

**Any person who makes a false entry upon the foregoing record may be subject to one of the following penalties:**  
1) confinement in jail for a term up to 1 year or a fine not to exceed \$3,000 or both such fine and imprisonment;  
2) confinement of up to 1 year in a community correctional facility; 3) imprisonment of not more than 10 years and/or a fine of not more than \$10,000 or both such fine and imprisonment as set forth in Section 37.10, Penal Code.