



## ELLIS APPRAISAL DISTRICT

400 Ferris Ave \* PO Box 878  
Waxahachie, Texas 75168  
972-937-3552 \* Toll Free 1-866-348-3552  
ecad@elliscad.com

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Date: December 18, 2017  
To: **Business Personal Property Owners**  
From: Ellis Appraisal District  
Re: **2018 Business Personal Property Renditions**

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This memo is to remind you that state law requires you to file an annual rendition of business personal property that you own or manage on January 1. Tangible items used for the production of income must be rendered for taxation under Sec 22.01 of the Property Tax Code. Your business personal property may include, but is not limited to, inventory, office supplies, furniture, fixtures, machinery, equipment, tools, dies, signs, and vehicles.

**The Texas Legislature recently enacted a change to the due date for renditions filed in Ellis County. Business personal property renditions must be filed by April 1 to avoid the 10% penalty for failure to file timely. The 50% penalty for a fraudulent filing remains in effect, as well.**

There has been no change to what information is required on your annual rendition. At a minimum, the rendition must list the description of the property by type or category. Additionally, if you have business personal property with an aggregate value of \$20,000 or more, you are required to render original cost and year of acquisition, *or* a good faith estimate of the value. However, if after review of your records you determine the information on the most recent rendition filed in a prior tax year is still complete and accurate as of January 1 of this year, then you qualify to file an abbreviated rendition, which is located above the Affirmation Statement of the rendition. **If you manage consigned goods or business personal property that is owned by another party, you must render that personal property, its estimated value or original cost and year of acquisition, and the actual owner's name and address.**

To assist in the fair and accurate appraisal of your property, we ask that you take a few minutes and either complete the enclosed rendition form or attach a separate listing of your assets in whatever form you have readily available. We are pleased to announce that we can now accept filing by disk or CD in Microsoft Excel format. We also have added an email address dedicated to receiving renditions: **bpp@elliscad.com**.

Whether you complete the rendition itself or state on the form "see attached", you must sign the rendition. We ask that you sign the back of the rendition form and/or the attached listing. The rendition must be postmarked by April 1, 2018 to avoid a penalty. If your business has discontinued prior to January 1, 2018, please indicate on the rendition form. This will assist us in timely removing you from the 2018 appraisal roll. If you have any questions or we may be of assistance, please contact the appraisal office or visit our website at [www.elliscad.com](http://www.elliscad.com).