APPRAISAL DISTRICT BOARD OF DIRECTORS 25.25(b) RULE
Policy # 1003

PROPERTY TAX CODE

25.25 (b) The chief appraiser may change the appraisal roll at any time to correct a name or address, a determination of ownership, a description of property, multiple appraisals of a property, or a clerical error or other inaccuracy as prescribed by board rule that does not increase the amount of tax liability. Before the 10th day after the end of each calendar quarter, the chief appraiser shall submit to the appraisal review board and to the board of directors of the appraisal district a written report of each change made under this subsection that decreases the tax liability of the owner of the property. The report must include:

(1) A description of each property; and

(2) The name of the owner of that property.

SECTION ONE (Ownership Generally, CCAD Clerical Errors and Multiple Appraisals)

The chief appraiser may change the appraisal roll for the current tax year and/or any preceding tax year to correct the following inaccuracies that do not increase the amount of tax liability:

A. To correct a name or address, a determination of ownership, a description of property, multiple appraisals of a property, inclusion of a real property improvement that did not exist as a partial or complete structure on January 1st, inclusion of a business personal property account that did not exist on January 1st, a clerical error made by his staff. To be corrected via this rule, any other inaccuracy not listed in this section (section 1.A) must be specifically prescribed by this rule, sections 2-7, or they may not be considered for correction via 25.25(b).

Excluded from this rule:
Clerical errors made by the Appraisal Review Board, the property owner or the owner's agent must be submitted to the ARB, pursuant to Section 25.25(c) of the Property Tax Code. Clerical errors are defined in Section 1.04(18) of the Property Tax Code. Errors in judgment and/or reasoning.

SECTION TWO (Land Ownership, Land Size, Land Split/Combination)

The chief appraiser may change the appraisal roll for the current tax year and/or any preceding tax year to correct the following inaccuracies that do not increase the amount of tax liability:

A. Land split/combination ownership and size (i.e. acreage or square footage of land) of accounts on the appraisal roll to reflect the actual ownership and size of property holdings resulting from changes in ownership. The primary intent of this item is to allow the chief appraiser to accurately handle land splits and combinations.

B. Removal of property from the appraisal rolls if the property was not subject to taxation in the appraisal district.

C. Re-surveys of acreage or deed field notes furnished the chief appraiser after the ARB approves the appraisal records for the tax year in question are not sufficient grounds to consider a change to the market value for the tax year in question or any previous tax year. The chief appraiser is entitled to use the best public information available as of the date of assessment but may choose to correct his records based on information furnished to his office before the date that the ARB approves the appraisal records.

D. A taxpayer or agent providing information about a sale price or an independent fee appraisal is not grounds, in and of themselves, to warrant a review under this rule. This rule will not be utilized to address appraisal equity issues or concerns.

E. After the appraisal records are approved by the ARB, the chief appraiser, at his discretion, may create/combine/split land accounts for the current and/or any preceding tax year, but the market value, as approved by the ARB, must be fully allocated between the split/combined property records.

SECTION THREE (Residential Improved Property)

The chief appraiser may change the appraisal roll for the current tax year and five (5) preceding tax years to correct the market value of a property, if the property owner provides written evidence of the error in a physical characteristic.

The following criteria are to be used in determining whether the market value of residential improved property should be changed:

A. An error in the square footage of an improvement, if the square footage used by the chief appraiser exceeded the actual square footage and if such an error caused his appraisal, in the opinion of the chief appraiser, to exceed the actual market value of the property for any or all of the years in question. If the chief appraiser receives a timely written request to correct such an error he shall also review other pertinent components of the improvement appraisal (i.e. class, effective age, condition,

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market modifiers etc). Correcting an error in the square footage is reasonable and necessary; however, it must be clearly understood that the primary intent of the appraisal is to estimate the market value of the property. If an analysis by the chief appraiser of the total appraisal indicates the actual market value to be equal to or greater than the appraised value listed in the certified roll for the appraisal year in question, the chief appraiser will correct the square footage with no change to that year's appraised value.

B. Errors in the number of bathrooms, bedrooms, fireplaces, roof type or roofing materials, foundation type or other such components are not sufficient grounds in and of themselves to consider a change in the market value of a property. The chief appraiser must be furnished market evidence that such an error caused his appraisal to exceed the actual market value of the property.

C. A physical characteristic may be corrected but a re-analysis of the correct market value, as of January 1st of the subject tax year, must be completed by the district to determine if the market value of the property was incorrect for the subject tax year. In part, the purpose of the re-analysis is to insure that an appraiser didn't make a counter correcting entry in another appraisal component that offset the error in square footage (e.g. lowering building class, applying negative market modifier, adjusting effective age or other appraisal component).

D. A taxpayer or agent providing information after the appropriate annual protest deadlines about a sale price, rental rates or an independent fee appraisal are not sufficient grounds in and of themselves to consider a change in the market value of a property. Any such information must establish a significant error in the square footage of the improvements. This rule will not be utilized to address appraisal equity issues or concerns.

E. Re-surveys of acreage or deed field notes furnished the chief appraiser after the ARB approves the appraisal records for the tax year in question are not sufficient grounds to consider a change to the market value for the tax year in question or any previous tax year. The chief appraiser is entitled to use the best public information available as of the date of assessment but may choose to correct his records based on information furnished to his office before the date that the ARB approves the appraisal records.

SECTION FOUR (Non-Residential Improved Property)

The chief appraiser may change the appraisal roll for the current tax year and five (5) preceding tax years to correct the market value of a property, if the property owner requests the correction in writing and provides and provides written evidence of the error.

The following criteria are to be used in determining whether the market value of non-residential improved property should be changed:

A. An error in the square footage of an improvement, if the square footage used by the chief appraiser exceeded the actual square footage and if such an error caused his appraisal, in the opinion of the chief appraiser, to exceed the actual market value of the property for any or all of the years in question. If the chief appraiser receives a timely written request to correct such an error he shall also review other pertinent components of the improvement appraisal (i.e. class, effective age, condition, market modifiers, rents, occupancy, sales, cap rates etc). Correcting an error in the square footage is reasonable and necessary; however, it must be clearly understood that the primary intent of the appraisal is to estimate the market value of the property. If an analysis by the chief appraiser of the total appraisal indicates the actual market value to be equal to or greater than the appraised value listed in the certified roll for the appraisal year in question, the chief appraiser will correct the square footage with no change to that year's appraised value.

B. Errors in the number of rooms, suites, docks, exterior building materials, interior finish, roof type or roofing materials, foundation type or other such components are not sufficient grounds in and of themselves to consider a change in the market value of a property. The chief appraiser must be furnished market evidence that such an error caused his appraisal to exceed the actual market value of the property.

C. A physical characteristic may be corrected but a re-analysis of the correct market value, as of January 1st of the subject tax year, must be completed by the district to determine if the market value of the property was incorrect for the subject tax year. In part, the purpose of the re-analysis is to insure that an appraiser didn't make a counter correcting entry in another appraisal component that offset the error in square footage (e.g. lowering building class, applying negative market modifier, adjusting effective age, lowering lease rate, increasing expenses, increasing lease-up, increasing overall cap rate or altering any other appraisal component).

D. A taxpayer or agent providing information after the appropriate annual protest deadlines about a sale price, rental rates or an independent fee appraisal are not sufficient grounds in and of themselves to consider a change in the market value of a property. Any such information must establish a significant error in the square footage of the improvements. This rule will not be utilized to address appraisal equity issues or concerns.

E. Re-surveys of acreage or deed field notes furnished the chief appraiser after the ARB approves the appraisal records for the tax year in question are not sufficient grounds to consider a change to the market value for the tax year in question or any previous tax year. The chief appraiser is entitled to use the best public information available as of the date of assessment but may choose to correct his records based on information furnished to his office before the date that the ARB approves the appraisal records.

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SECTION FIVE (Business Personal Property "BPP")

The chief appraiser may change the appraisal roll for the current tax year and five (5) preceding tax years to correct the market value of a property, if the property owner requests the correction in writing and provides and provides written evidence of the error.

The following criteria are to be used in determining whether the market value of non-residential improved property should be changed:

A. Split/combination of BPP accounts on the appraisal roll to reflect the actual ownership and/or party liable for the tax based on lease agreement. The primary intent of this item is to allow the chief appraiser to accurately handle BPP value allocations to owners, lessors and lessees.

B. Correction of a BPP account on the appraisal roll to reflect the actual quantity, type, age and quality of business personal property located at or in the subject location, where an error in one or more of these components has caused the market value, in the opinion of the chief appraiser, to be overstated by significant amount for the appraisal year in question.

C. If the subject property was not timely rendered by the owner, lessor, lessee or designated agent, any late filing rendition penalties for the account must be paid prior to correcting the subject's market value under this rule.

D. This rule will not be utilized to address appraisal equity issues or concerns.

SECTION SIX

The chief appraiser may correct the appraisal roll by granting late filed exemptions which would otherwise have been granted in accordance with and subject to the requirements contained in the various sections of Chapter 11 of the Property Tax Code. The provisions of Chapter 11, governing the respective exemptions, including filing deadline for late applications, refunds or reductions in tax liability, etc. shall govern any applications to correct the appraisal roll under this section.

SECTION SEVEN

A. Errors in judgment or reasoning or other errors not specifically included in this rule may only be corrected as provided by the Property Tax Code.

B. If there are current or delinquent taxes unpaid for the tax year(s) subject to correction under this rule, any agreement with the district must be subject to the owner paying, at a minimum, the amount of tax due on the corrected value, plus all appropriate penalties, prior to the district issuing the supplemental change to the

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Tax Assessor/Collector. This payment requirement applies to all sections of this rule, except Section One.

C. Corrections to the appraisal roll utilizing this rule may be made if the chief appraiser timely discovers the error or if the property owner files a timely written correction request with the chief appraiser, describing the error that the request is seeking to correct, and if the chief appraiser agrees with the property owner's request to correct the appraisal roll.

D. The chief appraiser may change the appraisal roll, pursuant to Section 25.25(b), as specifically described in this rule. The chief appraiser is not required to change the appraisal roll pursuant to 25.25(b) or this rule, if he determines that changes to the appraisal roll are not necessary. The chief appraiser's decision regarding correction of the roll for the current and/or preceding tax years is final.

E. Nothing in this rule, the property owner's correction request made pursuant to this rule or the chief appraiser's determination of whether to correct an error pursuant to this rule will in any way prohibit the property owner from filing a protest or motion pursuant to any other section of the Property Tax Code.

This rule was considered in a public session of the Collin County Appraisal District Board of Directors on ____________________________ and adopted by a vote of _______ to _______ on ____.

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Board of Directors Chairman Date

____
Board of Directors Secretary Date

Property Tax Code Section: 25.25(b)

Date Adopted: December 7, 2006

Resolution #: Board Minutes for 12-7-2006

Date Amended: June 24, 2010

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