

# Request for Separate Taxation of an Undivided Interest

Appraisal District's Name \_\_\_\_\_ Phone (area code and number) \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

**GENERAL INSTRUCTIONS:** This form is for use by taxpayers to request separate taxation of an undivided interest as provided in Tax Code Section 25.11(b).

**FILING INSTRUCTIONS:** The owner of the undivided interest must submit this request form to the chief appraiser for the appraisal district in which the property is located between Jan. 1 and before May 1 of this tax year. The applicant must supply the chief appraiser with proof of ownership. After an undivided interest qualifies for separate taxation, the qualification remains effective in subsequent tax years and need not be requested again. The qualification ceases when ownership is transferred or when any owner files a request to cancel separate taxation.

## STEP 1: Request of Information

Owner's Name \_\_\_\_\_ Phone (area code and number) \_\_\_\_\_

Present Mailing Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

What proportion of the property described in this request is owned by this property owner?

## STEP 2: Property Description and Required Documentation

Attach a copy of a duly executed and recorded instrument of title.

Description of Property \_\_\_\_\_

Address or Location of Property \_\_\_\_\_

## STEP 3: Agent's Name and Address

Authorized Agent \_\_\_\_\_

Present Mailing Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

## STEP 4: List Owner's Names and Addresses (attach additional pages if necessary)

Please list the names and addresses of all persons who own an interest in the property described in this request.

Owner's Name \_\_\_\_\_

Present Mailing Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Owner's Name \_\_\_\_\_

Present Mailing Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

STEP 4: Continued

Owner's Name

Present Mailing Address

City

State

Zip Code

Owner's Name

Present Mailing Address

City

State

Zip Code

STEP 5: Read, Sign and Date

**NOTICE REGARDING PENALTIES FOR MAKING OR FILING AN APPLICATION CONTAINING A FALSE STATEMENT: If you make a false statement on this form, you could be found guilty of a Class A misdemeanor or a state jail felony under Penal Code Section 37.10.**

I, \_\_\_\_\_, swear or affirm the following:  
Printed Name of Property Owner or Authorized Representative

- 1. I hereby affirm that I own an undivided interest in the herein described property in the proportion stated in this request.
- 2. I hereby request that my undivided interest in the specified property be listed on the appraisal records of the appraisal office separately from any remaining undivided interest.
- 3. I certify that the information given on this form is true and correct.
- 4. I have read and understand the *Notice Regarding Penalties for Making or Filing an Application Containing a False Statement*.

**sign  
here** ➔

\_\_\_\_\_  
Signature of Property Owner or Authorized Representative

\_\_\_\_\_  
Date