



# Property Owner's Motion to Correct Clerical Error

## Property Owner's Motion for Hearing to Correct Clerical Error, Multiple Appraisals, Inclusion of Property that does not Exist in the Form or at the Location Described in the Appraisal Roll or an Error of Ownership

In the County of \_\_\_\_\_  
State of Texas

\_\_\_\_\_ County  
Appraisal Review Board

## Property Owner's Motion to Correct Clerical Error, Multiple Appraisals, Inclusion of Property that does not Exist in the Form or at the Location Described in the Appraisal Roll or an Error of Ownership

Movant, \_\_\_\_\_, is owner of the following property:

Property description: \_\_\_\_\_

Property location: \_\_\_\_\_

Appraisal District Property Identification Number(s): \_\_\_\_\_

Movant brings this motion for a hearing to correct the appraisal roll regarding Movant's above-referenced property on the appraisal roll certified by this Appraisal Review Board on the \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

This motion is to correct the following:

- clerical error that affects Movant's liability for a tax imposed in tax year(s) \_\_\_\_\_;
- multiple appraisals of a property in tax year(s) \_\_\_\_\_;
- inclusion of property that does not exist in the form or at the location described in the appraisal roll; or
- an error of ownership of a property for tax year(s) \_\_\_\_\_.

Movant hereby certifies compliance with the provisions of Texas Tax Code §25.26.

Movant states that the property described above is located within the \_\_\_\_\_ County Appraisal District and within the following taxing units:

Movant states the specific error(s) this motion seeks to correct is or are:

Movant makes this motion pursuant to Texas Tax Code §25.25(c) and (e) and requests that the Appraisal Review Board schedule a hearing to determine whether to correct the error(s) identified above. Movant requests that the Appraisal Review Board send notice of the time, date and place fixed for the hearing, not later than 15 days before the scheduled hearing, to Movant, the chief appraiser and the presiding officer of the governing body of each taxing unit where the property is located.

Respectfully submitted,

\_\_\_\_\_  
Signature of Movant or Authorized Agent\*

\_\_\_\_\_  
Date

*A property owner may use this motion to correct, for any of the five preceding years: (1) clerical errors that affect a property owner's liability for a tax imposed in that tax year; (2) multiple appraisals of a property in that tax year; (3) inclusion of property that does not exist in the form or at the location described in the appraisal roll; or (4) an error of ownership. Pursuant to Texas Tax Code §1.04(18), "Clerical Error" means an error: (A) that is or results from a mistake or failure in writing, copying, transcribing, entering or retrieving computer data, computing, or calculating; or (B) that prevents an appraisal roll or a tax roll from accurately reflecting a finding or determination made by the chief appraiser, the appraisal review board, or the assessor; however, "clerical error" does not include an error that is or results from a mistake in judgment or reasoning in the making of the finding or determination."*

*\*A property owner may designate an agent; however, the designation does not take effect with respect to an appraisal district or taxing unit until a copy of the designation form is filed with the appraisal district. The designation form is prescribed by the Comptroller and is available at the appraisal district and on the Comptroller's Web site at [www.window.state.tx.us/taxinfo/proptax](http://www.window.state.tx.us/taxinfo/proptax).*