

**MOTION TO CHANGE APPRAISAL ROLL**

Due to Incorrect Appraised Value 25.25(c1, c2, c3 or c4)

**Appraisal Review Board for:**  
**McLennan County Appraisal District**  
**Mail Address: PO Box 2297, Waco, TX 76703-2297**

**Located at: 315 South 26<sup>th</sup> Street, Waco, TX 76710-7400**

Owner Information:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Prop ID: \_\_\_\_\_

Situs Address: \_\_\_\_\_

Legal Description:  
\_\_\_\_\_

Date: \_\_\_\_\_

INSTRUCTIONS: Please provide all the information requested below. Check only ONE BOX that best meets your issues.

- c1. Clerical, Mathematical, Computer, Transcription Error \*
- c2. Multiple Appraisal with account (s) \_\_\_\_\_
- c3. Inclusion of property that does not exist in the form or at the location described in the appraisal roll.
- c4. Property is shown as owned by a person who did not own the property on January 1 of the tax as circled above.

\* A mathematical error, a transcription error or a computer error, or an error that results in the appraisal roll not reflecting what the chief appraiser or ARB intended it to reflect. Measurement errors such as inventory estimates or square footage estimates ARE NOT clerical errors unless there was a mathematical error in calculation.

**HAS THE SUPPORTING DOCUMENTATION BEEN ATTACHED?**  Yes  No

List Documents:  
\_\_\_\_\_

Please answer the following questions:

1. Did you or your agent file a protest or have a hearing on this property this year?  
 YES  NO
2. Did you or your agent agree on the property's value in writing with the McLennan County Appraisal district?  
 YES  NO

I affirm under penalty of law that the information stated in this document and all attachments is correct. I request that the McLennan County Appraisal Review Board (ARB) schedule a hearing to decide whether or not to correct the error in the appraisal roll. I request that the ARB send notice of the date, time and place of the hearing, not later than 15 days before the scheduled hearing. I further understand that if the chief appraiser approves the changes herein requested, this action constitutes a binding agreement and is not subject to appeal or review by the ARB.

Justification for Change: (Please attach all supporting documents)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

SIGNATURE ▶	DATE	DAYTIME TELEPHONE NUMBER
----------------	------	--------------------------

**FOR APPRAISAL DISTRICT USE ONLY**

Land (Market)	Land (Ag)	Improvement	Total Real Property	Total Personal Property
---------------	-----------	-------------	---------------------	-------------------------

FINAL ACTION OF THE ARB _____	SIGNATURE: ARB CHAIRMAN ▶ _____
----------------------------------	------------------------------------