

COLORADO COUNTY APPRAISAL DISTRICT

PO BOX 10, COLUMBUS, TEXAS
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 Fax: (979)732-6485 & (979)733-0390
 email: propertytaxes@coloradocad.org
 www.coloradocad.org

REQUEST TO CORRECT NAME OR ADDRESS ON A

- REAL/PERSONAL (Mobile Home) PROPERTY RECORD**
 MINERAL PROPERTY RECORD
 BUSINESS PERSONAL PROPERTY RECORD

INSTRUCTIONS: You may use this form to ask the Colorado County Appraisal District to correct an error in the owner's name or the mailing/situs address on a real/personal, mineral or BPP property account. After completing the form, return it, with any supporting documentation, to the address above. Our office hours are Monday – Friday; 8AM – 5PM.

Applicant Name: _____ Title/Authorization: _____

PLEASE PRINT OR TYPE ALL INFORMATION

Type of Request	<input type="checkbox"/> Update/Add "In Care Of" Correspondence	<input type="checkbox"/> Correct error in existing owner's name
	<input type="checkbox"/> Update or correct owner's mailing address	<input type="checkbox"/> Update or correct property location address
*If requesting an error correction in ownership, attach a copy of deed or other evidence of title or name change to this form.		
Ownership Information	Owner Name / In Care Of: _____	
	Business Name / DBA: _____	
	Telephone: _____	Email: _____
	New Mailing Address: _____	
	City: _____	State: _____ Zip Code: _____
	Old Mailing Address: _____	
Property Description	PID/Legal Description: _____	
	Incorrect Situs Address: _____	Correct Situs Address: _____
	Please list all property ID numbers, if multiple accounts exist: _____	
Affirmation	I am the owner/authorized representative of the property described above and request the Colorado County Appraisal District correct its records to reflect the information listed above.	
	Printed Name: _____	
	Signature: _____ Date: _____	

If you are not **LEGALLY IDENTIFIED** as an **OWNER** or **AUTHORIZED REPRESENTATIVE** of this property, complete the section below and notarize.

Affidavit of Ownership Interest / Authorized Representative	STATE OF TEXAS COUNTY OF _____
	Before me, the undersigned authority, personally appeared _____, who being duly sworn, deposed as follows:
	"My name is _____, I am over 18 years of age; I am fully competent to make this affidavit; I have personal knowledge of the facts in this affidavit; and all facts in it are true and correct. I have ownership interest in or am an authorized representative of the real property with the following legal description: _____;
	however, I am not identified as an owner on a deed or other appropriate instrument recorded in the real property records of the county where the property is identified by legal description. I am hereby authorized to request a mailing address change of said property.
	Further, Affiant sayeth not,"
	Signature of Affiant _____
	SWORN TO AND SUBSCRIBED BEFORE ME on the _____ day of _____, 20 _____. _____ Notary Public in and for the State of Texas My commission expires: _____

Any person who makes a false entry upon the foregoing record may be subject to one of the following penalties: (1) confinement in jail for a term up to 1 year or a fine not to exceed \$3000 or both such fine and imprisonment; (2) confinement of up to 1 year in a community correctional facility; (3) imprisonment of not more than 10 years and/or a fine of not more than \$10,000 or both such fine and imprisonment as set forth in Section 37.10, Penal Code.