

# 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

**IMPORTANT NOTICE: Separate Taxation of an Undivided Interest**

Requesting separate taxation for an undivided interest in a property will result in the creation of multiple accounts, each with its own tax statement. Please note the following:

- The appraisal district will **not** notify the property owner, mortgage company, or any other responsible party about this change.
- If the property owner has a mortgage company that pays the property taxes, it is the **homeowner's responsibility** to inform the mortgage company of this change.
- **This request must be signed by every person listed on the deed.**

Please ensure all relevant parties are notified to prevent confusion or delays in tax payments.

We swear or affirm the following:

1. We hereby affirm that we own an undivided interest in the therein described property in the proportion stated in this request.
2. We hereby request that our undivided interest in the specified property be listed on the appraisal records of the appraisal office separately.
3. We certify that the information given on this form is true and correct.
4. We 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

Signature of Property Owner or Authorized Representative

Date

Signature of Property Owner or Authorized Representative

Date

Signature of Property Owner or Authorized Representative

Date