



Jefferson County Appraisal District

INSTRUCTIONS FOR REQUESTING AN EXTENSION FOR FILING YOUR BUSINESS PERSONAL PROPERTY RENDITION

To receive a 30-day extension of your rendition filing deadline, you must make a WRITTEN request to the Chief Appraiser. You may make a written request by mail, in person, or by [email](#). It is not necessary to give a reason for the extension as this extension is granted automatically if requested in writing. You MUST include the account number of the property in your request. If you do not know the account number, you MUST provide the physical address (including city) AND the company name that the business is operating under. Without a proper description of the property, we cannot grant an extension. It is recommended that you also include a telephone number and contact name should we need to contact you regarding your extension request. Confirmations of the 30-day extension will be mailed to the address on our appraisal roll. If you would like the extension mailed to another address, please provide the name and mailing address in the extension request. At this time, we cannot email extension confirmations.

All rendition extension requests must be submitted or postmarked by April 15th. If granted, the deadline for filing your rendition will be extended from April 15th to May 15th. *There is no provision for granting an extension if the request is not timely filed.*

If you are granted the 30-day extension and feel you cannot meet the May 15th deadline, you may submit a written request for an additional 15 days to file your rendition. However, you MUST include a reason for requesting the second extension. The additional 15-day extension is granted by the Chief Appraiser based upon good cause. A request for an additional 15-day extension must either be postmarked or submitted in person by May 15th.