



COMAL APPRAISAL DISTRICT

900 S. SEGUIN AVE.

NEW BRAUNFELS, TX 78130

Penalty Waiver Request

Account Number:

Tax Year:

Instructions: This form is used to request a waiver of the rendition penalty or waiver of the additional information request penalty. Although the use of this form is not required, it will result in speedier consideration of your request. The request must be in writing, accompanied by supporting documentation, stating the grounds on which penalties should be waived and must be sent to the chief appraiser not later than the 30th day after the date you received notification of the imposition of the penalty.

Step 1: Business/Ownership Information in Comal AD Records

Business Name and Mailing Address:

Property Location:

Step 2: Waiver Type (Mark the Appropriate Box)

Rendition Penalty

Additional Information Request Penalty

Step 3: Reason for Waiver

Below is a list of common reasons for a waiver request. You may check one of the reasons below, or provide another reason by checking the box labeled "Other". You may attach additional pages as necessary. Please be advised that checking one of the boxes below provides no indication of waiver approval. **Please attach any supporting evidence.**

We are a new business and were unaware of the rendition requirements.

We had a recent mailing address change and the rendition was not received.

We relied on a third party who failed to comply with the rendition requirements.

Other:

A valid and timely rendition was filed.
(Attach a copy of the submitted rendition and, if applicable, a copy of the certified mail receipt)

I certify the information in this document and any information attached is true and correct to the best of my knowledge and belief.

Signature

Date

Printed Name

Telephone Number

Title