

OPTIONS FOR FILING RENDITIONS

DCAD accepts Leased Equipment renditions in hardcopy, diskette or CD format. In all cases, a signed Confidential Personal Property Return must accompany the detailed asset listing. DCAD requests companies with more than 20 assets render their filings on a diskette or CD. Diskette or CD renditions reduce processing time, improve accuracy and assist in reconciling renditions to appraisal notices. Please see the requirements for filing either hard copy or electronic renditions below.

REQUIREMENTS FOR FILING HARD COPY RENDITIONS

A Microsoft Excel template can be found at www.dallascad.org/Forms/LeasedEquipment.xls.

All filings should include:

1. A signed and dated DCAD Leased Equipment Rendition form indicating DBA, ownership, address and any changes from the previous year.
2. A detailed listing of all leased equipment owned within the jurisdiction of the Dallas Central Appraisal District that would influence January 1st value. This property listing should include the following information:
 - Lessee name
 - Physical location of property, i.e., street address, city, zip code. Note: Do not include P.O. Box Numbers, billing addresses, etc.
 - Date of acquisition
 - Lease start date
 - Specific manufacturer and description of equipment, i.e., Xerox Photocopier. The term, equipment, is not specific enough.
 - For motor vehicles, please provide the following information:
 - Vehicle year
 - Make, model, sub-model and trim package, i.e., Honda Accord LX, 4x4, etc.
 - VIN number (complete)
 - Original cost
 - Column denoting all autos with an affidavit on file for personal use only.

For faster rendition processing, group property items by lessee, address location, equipment type (same year life) and acquisition year.

REQUIREMENTS FOR FILING DISKETTE OR CD RENDITIONS

A Microsoft Excel template can be found at www.dallascad.org/Forms/LeasedEquipment.xls.

All filings should include:

1. A signed and dated DCAD Leased Equipment Rendition form must accompany all information sources.
2. Identification labels containing the company's DBA, DBA number and appropriate tax year should be on all diskette or CD filings. DBAs and DBA numbers can be found on the rendition form in the upper right hand corner. The company may not have a DBA number if this is the first rendition it has filed.
3. Hard copies of rendered information must accompany data files (in the event the diskette or CD becomes unusable).
4. The preferred data file format is Microsoft Excel. However, Microsoft Access is acceptable.

**Business Personal Property-Leased Equipment
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