

**GUADALUPE APPRAISAL DISTRICT  
CHANGE REQUEST**

**Seguin Office (Main)**

3000 N Austin St  
Seguin, TX 78155  
(830) 372-2871 or (830) 303-3313 Opt. 1  
FAX: 830-372-2874  
[gadprotest@guadalupead.org](mailto:gadprotest@guadalupead.org)

**Schertz Substation**

1052 FM 78 \* Ste. 103  
Schertz, TX 78154  
(830) 303-3313 Opt. 2  
FAX: 877-254-0888  
[psaschertz@guadalupead.org](mailto:psaschertz@guadalupead.org)

**Please Print:**

GEO #(S) OR PID #(S): \_\_\_\_\_

Legal Description: \_\_\_\_\_

Situs (Location) Address: \_\_\_\_\_

Current Property Owner's Name: \_\_\_\_\_

Current Mailing Address: \_\_\_\_\_

Previous Property Owner's Name: \_\_\_\_\_

Daytime Phone number (work/cell): \_\_\_\_\_ E-Mail Address: \_\_\_\_\_

**TYPE OF CHANGE (Mark with a check)**

**REQUIRED DOCUMENTATION (Must be attached to this request)**

- |   |   |
|---|---|
| <input type="checkbox"/> Owner name correction (spelling only)    | Deed with owner's name <b>AND</b> current Driver's License  |
| <input type="checkbox"/> Owner name change                        | Deed, SOL, affidavit of MH ownership, or name change certificate <b>AND</b> Driver's License                                      |
| <input type="checkbox"/> C/O Address                              | Verified Bill of Sale/Statement of Fact Owner's Request   |
| <input type="checkbox"/> Addition of name                         | Recorded or unrecorded deed with all owner's names  |
| <input type="checkbox"/> Ownership Update                         | Copy of death certification, last will <b>AND</b> Driver's License.   |
| <input type="checkbox"/> Ownership change                         | Recorded or unrecorded Deed or Mobile Home title (SOL)/Mobile Home Affidavit  |
| <input type="checkbox"/> Marriage/Divorce                         | Marriage certificate <b>AND</b> driver's license <b>OR</b> divorce decree <b>AND</b> driver's license (C/O for Tax Purposes Only) |
| <input type="checkbox"/> Owner name change-Contract of Sale       | Copy of signed contract of sale   |
| <input type="checkbox"/> Add or Remove (Circle One) Mortgage Code | Mortgage Company Address: _____   |
| <input type="checkbox"/> Acreage correction                       | Copy of Deed and survey to include metes & bounds description   |
| <input type="checkbox"/> Combine*                                 | Attach appraisal cards <b>AND</b> verify structures, entities and liens (if any)  |
| <input type="checkbox"/> Split Accounts*                          | Attach appraisal cards, & verify location of structures.  |

*\*Splits and combines require the same ownership, contiguous property, as well as the same taxing jurisdictions*

Comments: \_\_\_\_\_

Due to this change request, if the above referenced property is your Residential Homestead for property tax purposes, please complete the following: **Is the above referenced property still your primary residence?  YES: If YES, please complete an updated Homestead Application and attach. / GAD use only: Updated HS Recv'd?  /  NO: If NO, please complete a Request for Cancellations of Exemptions & list the date the property ceased being your primary residence \_\_\_\_\_ (Month/Day/Year)**

*The above information will be used for determining continued qualification for the residential homestead exemption for property tax purposes. The appraisal district records reflect names, addresses and legal descriptions from the last recorded legal document. Any person who knowingly makes a false statement on this request shall be subject to the penalties of a Class A misdemeanor or a felony of the third degree as set forth in Section 37.10 of the Texas Penal Code. I solemnly swear or affirm that the above information is true and correct to the best of my knowledge and officially request that these changes to be made to the appraisal roll.*

\_\_\_\_\_  
Signature of Property Owner/Agent

\_\_\_\_\_  
Date

\_\_\_\_\_  
Received by: G.A.D. Staff Name

2/3/2021