

GUADALUPE APPRAISAL DISTRICT  
CHANGE REQUEST



**Seguin Office (Main)**

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Seguin, TX 78155  
(830) 303-3313  
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. 0  
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**Please Print:**

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

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

Physical Location: \_\_\_\_\_

**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"/> Ownership/Name change           | Signed Deed, SOL, Marriage Lic., Divorce Decree, Signed Will w/ Death Cert, <b>AND</b> Driver's License   |
| <input type="checkbox"/> C/O Address                     | Copy of Death Cert (No Will), Contract of Sale, Bill of Sale, Power of Attorney, Affidavits, <b>AND</b> Driver's License (C/O for Tax Purposes Only)                                  |
| <input type="checkbox"/> Add /Remove Mortgage Code       | Mortgage Company Address: _____   |
| <input type="checkbox"/> Name correction (spelling only) | Deed with owner's name <b>AND</b> current Driver's License  |
| <input type="checkbox"/> Acreage correction              | Survey and or metes & bounds description w/ appraisal cards   |
| <input type="checkbox"/> Combine*                        | Is there currently an <i>escrow</i> on any of the accounts requested to be combined? Y___N___<br>If yes, please provide further information <b>AND</b> <u>verify taxing entities.</u> |
| <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: \_\_\_\_\_

**PLEASE ATTACH THIS FORM AND ANY REQUIRED DOCUMENTATION TO THE UPDATED HOMESTEAD APPLICATION AND PLACE IN THE "TO BE KEYED" HS CABINET IN PSA**

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 \_\_\_\_\_