How to complete a Business Personal Property Rendition Form
Business Personal Property

Tangible property owned and used by a business for the production of income. BPP is generally movable and is not affixed to or associated with the real property (structures and land). Like real property, business personal property is taxable in Texas and is valued by the CADs, BPP is primarily composed of *Fixed assets* and *Inventory*. 
Business Personal Property

**Fixed Assets**

Also known as “use” assets, are items commonly described as furniture, machinery, signs, some leasehold, office equipment, electronics, computer and data equipment, vehicles and trailers, aircraft, watercraft and every other kind of asset that is held by its owner to be used for the purpose it was created.
Inventory & Supplies

BPP that is held by a commercial or industrial enterprise for consumption, processing or sale. Inventory can be further described as raw materials, foods in process, finished goods, goods held for sale, consigned goods and floor planned goods.
BPP Rendition Overview

A form used to report all taxable property (fixed assets and inventory) owned as of January 1, Tax code Section 22.01.

State law requires, on or before April 15, a person shall render for taxation all tangible personal property used for the production of income that the person owns or manages and controls as a fiduciary on January 1. A penalty of 10% of the tax liability will be imposed for failure to file a timely rendition.

Furthermore, providing detailed cost information in your rendition will greatly aid in our efforts to accurately appraise your business.
Steps to complete:

**Step 1**
Fill out:
- Name of Business (DBA) and location of the property

**Step 2**
- Select total market value of your property:
  - Under 20,000-complete sections 1A and 9
  - Over 20,000-complete all sections except section 1A
    - Same as prior year-complete section 9

**Step 3**
- Specify date if business sold/moved
- Is there a new owner or new location
- If you selected “Under 20,000” complete Section 1A
Steps to complete cont’d

Step 4:

Section 2:
Report all Inventory on hand as of January 1, either cost or a good faith estimate.

Section 2A:
Provide a list of anyone that has Consigned goods at this location.

Section 3:
Typical leasehold items to be listed are signs and security systems.

Section 4:
Report what is spent in a year on supplies and divide by 12.
Steps to complete cont’d

STEP 5:

Section 6

If there had been any assets reported in the past, they will appear here. Updates can be made by crossing through any asset that is no longer in place and make a note whether it was disposed, sold, replaced.

Remember—if it was replaced, make sure to list the replacement asset on section 7.
Steps to complete cont’d

STEP 6:
Section 7:
Report any assets acquired in the previous year or any assets that were transferred from elsewhere. Assets reported with cost and year acquired will be depreciated. Assets reported with a good faith estimated will not be depreciated.

STEP 7:
Section 8:
Report vehicles used for business and/or vehicles registered in business name. Vehicles reported with cost and year acquired will be depreciated. Vehicles reported with a good faith estimated will not be depreciated.
Steps to complete cont’d

STEP 8:

Section 9: Sign and date

If you are not a secured party, owner of the property or employee of the owner than this form must be notarized.
BUSINESS PERSONAL PROPERTY CONTACT INFORMATION:

MAIL: PO BOX 839946
      SAN ANTONIO, TX 78283
PHONE: (210) 224-2432
EMAILS: bpp@bcad.org (General Information)
        bpprend@bcad.org (Renditions)
        bpppren@d.org
FAX: (210) 242-2452