



Denton Central Appraisal District
3911 Morse Street
Denton, TX 76208

 (940) 349-3800
 www.dentoncad.com

Dear Owner:

The Denton Central Appraisal District is requesting all leasing renditions and other forms to be submitted electronically by email to bppeasing@dentoncad.com or mail CD format to:

DCAD
P.O. Box 50764
Denton, TX 76206

It is very important that you submit only by electronic format or hard copy. Sending the rendition in both formats will delay the processing of your account. Sending your rendition electronically not only helps our office, but will also greatly benefit your office. We will be able to quickly supply you with breakdowns of value per lessee for you to edit and keep for your records. If you choose electronic remittance all information must be on an excel spreadsheet. Please list owner ID on all correspondence. See attachment for format instructions. It cannot be processed properly without all of this information.

The deadline for filing the rendition is April 15th.

Thank you in advance for your cooperation,

Business Personal Property
Leasing Division
Phone: (940) 349-3912
Fax: (940) 349-3951

Electronic 25.19 Notice

Owner ID

Owner Name

In Care Of

Mailing Address

City, State, Zip

Phone Number

Fax Number

This serves as **an agreement between Denton Central Appraisal District and the above stated property owner** to provide Notices of Appraised Value as required by The State Of Texas Property Tax Code section 25.19 in electronic format as defined by section 1.085 of the same code.

The medium of communication used will be by email.

The format of the notices will be in 'Extensive Mark-Up Language' (XML) as prescribed by the comptroller in the above mentioned tax code.

Means for protecting the security of the communication and the email address of the property owner or person(s) designated to represent the property owner will be by email delivery to an authorized employee or agent of the owner.

Please provide the email address of property owner or person designated to represent the property owner under section 1.111, as applicable:

Authorized Representative or Agent (Print Name & Title)

Authorized Representative or Agent (Signature)

Date

LEASED VEHICLES XML FORMAT

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
1	OWNER ID:														
2	OWNER /LESSOR:														
3	ADDRESS LINE 1:														
4	ADDRESS LINE 2:														
5	CITY, STATE, ZIP:														
6															
7	CONTACT:														
8	PHONE:														
9	FAX:														
10	E-MAIL:														
11															
12	LEASE ID	LESSEE NAME	ADDRESS LINE 1	ADDRESS LINE 2	CITY	STATE	ZIP + 4	LEASE DATE	REPORTED COST	SERIAL/VIN	MODEL YR	MAKE	MODEL	SUGG VALUE	AFFIDAVIT Y OR N
13															
14	**MUST INCLUDE ZIP + 4 TO BE PROCESSED ELECTRONICALLY														