



Bandera Central Appraisal District

1206 Main Street – P.O. Box 1119

Bandera, TX 78003

Chief Appraiser: Maria Garcia, RPA, CCA

www.bancad.org

Phone: (830) 796-3039

REQUEST TYPE: _____ COMBINATION _____ SPLIT	COMBINE/SPLIT YEAR: 2027
PLEASE READ	
COMBINATION: All questions must be answered or the combination request will not be processed.	
SPLITS: A copy of the deed must be provided, including surveyors metes and bounds description of the property(ies) involved. You must also provide a survey plat map showing changes and where the improvements(structures) go.	
THIS FORM MUST COMPLETED IN IT'S ENTIRETY AND ALL REQUIRED DOCUMENTS PROVIDED IN ORDER TO BE PROCESSED	
SAME OWNER ON PROPERTIES? (Owner must be the same on all properties in order to combine)	_____ YES _____ NO
ARE ALL PROPERTIES ADJACENT? (Properties must be adjacent to combine)	_____ YES _____ NO
ARE PROPERTIES IN THE SAME SUBDIVISION OR ABSTRACT? (Properties must be in the same abstract or subdivision in order to combine)	_____ YES _____ NO
ARE ALL PROPERTY TAXES PAID? (Owners should pay all past year's taxes prior to merging properties, and if possible, all current years taxes for every property involved)	_____ YES _____ NO
ARE PROPERTIES MORTGAGED? (If "YES", attach approval letter from lender/bank. If proof is not provided, the request will be denied)	_____ YES _____ NO
ARE PROPERTIES RECEIVING AGRICULTURE / WLM VALUATION? (Ag valuation may need to be re-applied for)	_____ YES _____ NO
ARE THERE EXEMPTIONS? (Check all that apply)	_____ YES _____ NO
____ Homestead ____ Over 65* ____ Disabled Person* ____ Disabled Veteran ____ Disabled Veteran HS	
*Owner is aware that a combination / split of properties may recalculate the Over 65, Disabled Persons exemptions causing taxes to increase. PLEASE INITIAL: _____	

A request for combination must be made before January 1 of the tax year for which the requested change to the appraisal records is to be made. The request must contain a legal description as contained in a deed sufficient to describe the property subject to the request. Texas Property Tax Code Sec. 25.02 (e)

PROPERTY ID: _____ LEGAL: _____

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If more room is needed, an additional sheet may be attached to this application.

OWNER NAME: _____ PHONE NUMBER: _____

MAILING ADDRESS: _____

CITY: _____ STATE: _____ ZIP CODE: _____

OWNER SIGNATURE: _____ DATE: _____



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BCAD Policy for Dividing or Combining Parcels

Dividing or combining parcels can have a major effect on how buyers and sellers pay property taxes.

If a property owner sells only a portion of a property and not the whole parcel, or if two or more parcels are combined into one large parcel, either activity requires re-mapping and reappraising the new parcels.

BCAD appraises property per its status the first day of the year. This means requests for combination or split, filed on or after January 1 of the current year will not be processed until the following year.

There are a few exceptions to this policy. The district will continue to divide or combine properties necessary to recognize exemptions taking effect during the year. These include exemptions for those age 65 and older, disabled persons, 100% disabled veterans, governmental, religious, and charitable organization exemptions. Adding or deleting special agricultural valuation during the year may also apply.

It is important for title companies to understand the district's policy on dividing or combining parcels when advising buyers and sellers how property taxes will be paid for the year of sale. The tax assessor / collector will not receive certified changes based on the redefined property until the following year, so tax bills for the year of the sale will reflect the January 1 status of the property.

If you have any questions concerning this policy, please contact our office (830) 796-3039 or info@bancad.org. The form to request combining or splitting parcels is available on our website under Forms > CAD Forms.