

HOMESTEAD AUDIT EXEMPTION REVIEW PROCEDURES

All accounts with Homestead exemption will be on a 5-year review cycle.

1. Group 1 are accounts in WISD, MISD, SISD and are coded HSA-1-24 (in the User Code Five tab).
2. Group 2 are accounts in NSCISD, CISD, YISD and are coded HSA-2-25
3. Group 3 are accounts in the City of Gonzales and are coded HSA-3-26
4. Group 4 are accounts in GISD alpha order A-M and not in the City of Gonzales and are coded HSA-4-27
5. Group 5 are accounts in GISD alpha order N-Z and not in the City of Gonzales and are coded HSA-5-28

A letter will be sent to each Group requesting a valid Texas Driver's License or Texas Identification card for each owner of the property. The letters will be sent annually and give the taxpayer 4 weeks to respond. If no response is received in that time, then the exemption(s) will be removed, and the cancellation process will begin.

When a valid Texas Driver's license or Personal Identification card and the letter is received, the account will be processed immediately and scanned into our CAMA system. The account will then be coded to be reviewed in 5 years. An example: requested in 2024 and received the account will be coded HAS-1-29.

Also, when the property is looked at for the obituaries, situs different from mailing and ownership changes, it will be coded reviewed for that year.