

PLEASE TYPE OR PRINT.

1. Firm Name		
2. CAB ID Number		
Mailing Address		
City	State	Zip Code
Email of Requestor		
State in detail the reason the extension is needed:		

I declare that the information stated above is true and correct in every material matter.

PHONE NUMBER	FAX NUMBER
PRINT NAME	DATE
AUTHORIZED SIGNATURE	TITLE

**All requests must be postmarked on or before the last day of February  
A 30 day extension will be granted upon Director's approval of request.  
Extension deadline March 30th**

You mail, fax or email your request to:  
Taxation and Revenue Department  
Property Tax Division, State Assessed Property Bureau  
P.O. Box 25126, Santa Fe, NM 87504-5126  
(505) 827-0438 (FAX)  
[elaisa.romero@state.nm.us](mailto:elaisa.romero@state.nm.us)

SAPB USE ONLY		
<b>EXTENSION OF TIME :</b>	Postmark Date:	Date Received:
Under the Provisions of Section 7-38-86 NMSA 1978, you are hereby granted an extension for filing your property tax return.		
<input type="checkbox"/> <b>Approved</b> <input type="checkbox"/> <b>Disapproved</b>		
By _____		
Date _____		
<b>PLEASE ATTACH A COPY OF THIS EXTENSION WHEN FILING YOUR RETURN</b>		

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## INSTRUCTIONS

**WHEN TO FILE:** An application for extension of time to file must be postmarked. When mailed, the postmark shall be the date used for purposes of determining timely request. If the due date falls on Saturday, Sunday or a legal state or national holiday, filing is timely if performed on the next workday. If mail is received without a postmark, it will be considered to have been postmarked five (5) days before receipt.

**HOW AND WHERE TO FILE:** Mail, fax or email completed form to:

New Mexico Taxation and Revenue Department  
Property Tax Division  
State Assessed Property Bureau  
P.O. Box 25126  
Santa Fe, NM 87504-5126  
(505) 827-0438 (FAX)  
[elaisa.romero@state.nm.us](mailto:elaisa.romero@state.nm.us)

**SIGNATURE:** The application must be signed by the taxpayer or duly authorized agent.

**NOTIFICATION:** A copy of the submitted extension of time to file form indicating the approval of the request will be returned.

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### **7-38-86. Extension of deadlines at request of property owners.**

The director may extend the time by which reports are required to be filed under Subsection A of Section 7-38-8 NMSA 1978 at the written request of the property owner. The request must be received by the department prior to the date by which the required report must be made. Extensions granted under this section shall be by written order of the director and shall be for a period of not more than thirty days. The director shall not grant more than one extension in a tax year for a property owner in respect to the same property.