



HARRIS COUNTY TAX ASSESSOR-COLLECTOR'S OFFICE

REQUEST FOR INSTALLMENT PAYMENT AGREEMENT FOR TAXES ON PROPERTY IN DISASTER AREA

This application for installment payment agreement is **only** for 2011 property taxes on property **damaged by drought** (or wildfire caused by drought) **in 2011**. This application must be filed and the first payment **MUST** be made or post-marked no later than **January 31, 2012**

You will be notified if your request is not approved. You may contact this office at 713-368-2000 with any questions.

The section of the Property Tax Code applicable to this request follows:

TEXAS PROPERTY TAX CODE Section 31.032

(a) This section applies only to:

(1) **real property** that:

(A) is

i. the **residence homestead of the owner** or consists of property that is **used for residential purposes and that has fewer than five living units** ; or

ii. **owned or leased by a business entity with no more than \$5,082,014 in gross receipts for 2010** (Comptroller's published inflationary value);

(B) is located in a disaster area; and

(C) has been damaged as a direct result of the disaster; and

(2) **tangible personal property** that is owned or leased by a business entity; and

(3) **taxes** that are imposed on the property by a taxing unit before the first anniversary of the disaster.

(b) *(This section omitted due to length. The section details the manner in which installments payments are to be made, including due dates, as detailed below on this form.)*

(c) If the person fails to make a payment before the applicable date provided by Subsection (b), the unpaid amount is delinquent and incurs a **penalty of 6 percent and interest** as provided by Section 33.01(c).

Property Tax Account Number: _____ Phone Number: _____

Taxpayer Name: _____ Email Address: _____

Property Address and Legal Description: _____

Mailing Address of Owner (if different from above): _____

PLEASE ATTACH PROOF OF DAMAGE TO APPLICATION (insurance claim, pictures of damage, copy of repair estimate or paid invoices).

Applications without proof of damage will not be accepted.

Payments are calculated by taking the total amount due and dividing by 4 (or multiplying by 25%). **Taxpayers must pay at least 25% (one-fourth) of the total amount due by January 31, 2012.** If the taxpayer chooses to pay **more than one-fourth** at any given time, the succeeding payments are calculated by subtracting the total amount paid from the total due and dividing the result by the number of remaining payment dates.

Total Amount Due \$ _____ (Divide by 4 (or multiple by 25%) and fill in the blanks below):

1st Payment by 01/31/12 \$ _____ 2nd Payment Due by 03/31/12 \$ _____

3rd Payment Due by 05/31/12 \$ _____ 4th Payment Due by 07/31/12 \$ _____

All payments may be paid by mail, in person, online (www.hctax.net) or by phone at 713-368-2273 (CARD).

If paying by mail, send application, proof of loss and payment to:

Harris County Tax Office
Special Tax Services Department
PO Box 3746
Houston, Texas 77253-3746

If you opted to make your first payment online or by phone:

Please list your Harris County Tax Office **payment confirmation number here:** _____

Taxpayer Signature Printed Name of Taxpayer Date

By signing this application, I affirm under penalty of perjury that all information above and documents provided as evidence of damage are applicable to the property as listed above, are accurate and factual, and occurred in **2011** as a result of **drought**.