Tax Certificate Request Form

(for Platting/Construction/Property Transfer Purposes)

INSTRUCTIONS TO TAX CERTIFICATE APPLICANT:

Complete Request Form below.

Fax Request Form to:
713-368-2129

or

Mail Request Form to:
Don Sumners
Attn: Customer Service Dept.
P.O. Box 4663
Houston, Texas 77210-4663

Your request will be processed in the order in which it is received. Upon completion of processing, our office will contact you to pick up the tax certificate. The certificate can be **picked-up at our Downtown office located at 1001 Preston, 1st Floor-Property Tax Services** or mailed to you upon your request.

***** YOU WILL BE CALLED UPON COMPLETION OF PROCESSING. *****

The fee for each tax certificate is $10. Do not send cash in the mail. Please make checks payable to Don Sumners-Harris County TAC. The certificate will be printed upon receipt of your payment.

Date of Request: _____ **Company:** _____

Contact Numbers: _____ **Contact Person:** _____

* Please provide Harris County tax certificate(s) for the following HCAD account(s):

* If the account number is not available, please provide the property address or legal description.

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