



Annette Ramirez

Tax Assessor-Collector & Voter Registrar
www.hctax.net

Tax Certificate Request Form

(for Platting/Construction/Property Transfer Purposes)

Name of Company:	Date of Request:
Contact Person:	Contact Phone:

ACCOUNT NUMBER, PROPERTY ADDRESS OR LEGAL DESCRIPTION

Please complete the information below, indicating **each account** for which a Tax Certificate is requested.

1.	9.
2.	10.
3.	11.
4.	12.
5.	13.
6.	14.
7.	15.
8.	16.

Tax Assessor-Collector
P.O. Box 4663 Houston, TX 77210-4663
Tel: 713-368-2129
Tax.Cert@tax.hctx.net

Payment

The fee for each Tax Certificate is **\$10**. The certificate will be printed upon receipt of your payment. Make **checks** payable to: **Annette Ramirez, Harris County Tax Assessor-Collector**. Please do not send cash through the mail.

Processing Time

Your request will be processed in the order in which it was received. Normal processing time, once we receive your request, is **2-3 business days**.

****** OUR OFFICE WILL CONTACT YOU UPON COMPLETION OF PROCESSING ******

Delivery

You may request to have the Tax Certificate mailed to you, or you may pick it up at our main location:

**Harris County Tax Assessor-Collector & Voter Registrar
1001 Preston
Houston, Texas 77002**