



**MIKE SULLIVAN**

Tax Assessor-Collector

### Tax Certificate Request Form

(for Platting/Construction/Property Transfer Purposes)

<b>Name of Company:</b>	<b>Date of Request:</b>
<b>Contact Person:</b>	<b>Contact Phone:</b>

#### 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.

Fax your request to **713-368-2129** or submit it by mail to:

Harris County Tax Assessor-Collector  
P.O. Box 4663  
Houston, Texas 77210-4663  
Attn: Customer Service

#### Payment

The fee for each Tax Certificate is **\$10**. The certificate will be printed upon receipt of your payment. Make checks payable to: **Mike Sullivan, 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 **3-5 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  
1001 Preston  
Houston, Texas 77002