

## **OPEN RECORDS REQUEST**

To place an open records request, you must send a written request to the Appraisal District. The request should include a mailing address and phone number or other way to contact you.

Clearly identify the property or properties that you are requesting information on.

If requesting data, please state all fields that you are requesting data for.

Identify the year that you are requesting data for.

Let us know what form you would like the material sent in.

Include a check for \$15.00 to cover the cost of time and materials. If you are requesting the data be sent on a CD via US Mail, please include an extra \$4.40 for postage.

Please note that the district is not required to answer questions or conduct legal research but only to provide documents in response to requests. If you have questions, please contact the Appraisal District by phone, email or in person.