

HOOD CENTRAL APPRAISAL DISTRICT

Mailing address: PO Box 819 Granbury, Texas 76048

Physical Address: 1902 W Pearl Granbury, Texas 76048

Phone: 817-573-2471

EMAIL: taxcerts@hoodcad.net

TAX CERTIFICATE REQUEST

DATE: _____

LEGAL*: _____

_____ ACRES: _____

Please check one:

☐ Real Property Only

☐ Personal Property Only

☐ All Real and Personal Property

PHYSICAL ADDRESS: _____

PROPERTY OWNER: _____

REQUESTED BY: CONTACT NAME: _____

PHONE#: _____

COMPANY: _____

ADDRESS: _____

CITY/ST/ZIP: _____

GF#: _____

DELIVERY OF CERTIFICATE: ☐ MAIL (for prepaid only) ☐ PICK UP

ACCOUNT#:(for appraisal use)_____

SIGN HERE: _____

By signing the above tax certificate request, you hereby agree to pay a

Non-refundable \$10.00 fee charged for each account requested.

*The Tax certificate request must have a complete existing legal or the request will not be processed.

Instruction for requesting Tax Certificate

Legal: Must be the legal of the property as is now. If it is a mobile home account the description including label and serial numbers must be listed. If it is real property the description will include lot block and development or the abstract and acreage etc. For Business personal property it would list what type of property and location of property.

Check one: If nothing is checked. Certificates will be issued for all property types.

Physical Address: Physical address where property is located.

Property Owner: Owner of property as is now.

Requested By: Contact name, phone #, Company and address of the requester. If prepaid certificate is to be mailed. This will be the mailing address used. GF# is a number most title companies assign to a closing.

Delivery of Certificate: Choose either to be mailed (for prepaid certificates only) or to be picked up. **Note: If this is not marked. Prepaid certificates will automatically be mailed. All others will be held for pick up.**

Account#: This is for Appraisal District use only. We will write in account numbers issued on certificates.

Sign: All certificate request must be signed.

Tax certificates will be issued by 9 am the next business day of receiving the request.

The request form along with \$10.00 per certificate requested can be mailed. The issued certificate will then be returned by mail if requested or if no delivery option is marked. Otherwise they will be available by 9 am the next business day.

Tax certificate request can now be emailed to taxcerts@hoodcad.net.

Tax certificates will not be emailed. Originals will be mailed or can be picked up in person.