

**MONTGOMERY CENTRAL APPRAISAL DISTRICT
OPEN RECORDS REQUEST
ARB Hearing Preparation**

In accordance with the Open Records Act and Section 41.461b of the Texas Property Tax Code the Montgomery Central Appraisal District will make available information used in the valuation of your property. There are several methods listed below in which you may choose to acquire this data.

1. You may visit our Taxpayer Assistance Area, which is open Monday thru Friday during the hours of 8:00am to 5:00pm. Computer terminals, sales books, maps, etc. are available for public use. These records are free to view; copies can be produced for a nominal fee.
2. You may have an informal hearing with an Appraiser on our staff. The appraiser can show you the information used in the valuation of your property.
3. For a fee you may also request that a member of our staff prepare these documents for you. The package generally includes a Property Record Card, Calculation Summary, Land & Improved Sales Information, and any other documents that may be presented by the Appraisal staff to the Appraisal Review Board during your hearing. If you have an additional request please indicate below and someone will contact you if there will be any additional charge.

Please Print

Your request will be processed as soon as possible; however the district does have up to 10 days to respond to your request.

Request Made By: _____

Contact Phone Number: _____

Mailing Address: _____

Description of Property: (account #, address, legal, etc) _____

Additional Information Request: _____

Please indicate selections below:

- RESIDENTIAL PROPERTY **FEE: \$15.00 (payment in advance)**
- COMMERCIAL PROPERTY **FEE: \$25.00 (payment in advance)**

- CALL THE ABOVE LISTED NUMBER TO ARRANGE FOR PICK UP.
- MAIL INFORMATION TO THE ABOVE LISTED ADDRESS.

I hereby request to obtain a copy of the information that the Appraisal District plans to introduce at my Appraisal Review Board hearing.

Requestor Signature: _____ Date _____