

# Tax Certificate

Collecting Office Name

Present Mailing Address

City, State, ZIP Code

Phone (area code and number)

Collecting Tax for: (taxing units in which property is located)

## STEP 1: Property Owner's Name and Address

Property Owner's Name

Property Account Number

Present Mailing Address

City, State, ZIP Code

Phone (area code and number)

## STEP 2: Describe the Property

Property Description

## STEP 3: Delinquent Taxes

This is to certify that, after a careful check of the tax records of this office, the following delinquent taxes, penalties, interest and any known costs and expenses as provided by Tax Code Section 33.48 are due on the described property for the following taxing unit(s):

Year Delinquent	Taxing Unit	Delinquent Taxes, Penalties, Interest and Any Known Costs and Expenses
1.		\$
2.		\$
3.		\$
4.		\$
5.		\$
TOTAL		\$

If applicable, the above-described property has / is receiving special appraisal based on its use, and additional rollback taxes may become due based on the provisions of the special appraisal (Comptroller Rule 9.3040) or property omitted from the appraisal roll as described under Tax Code Section 25.21 is not included in this certificate [Tax Code Section 31.08(b)].

## STEP 4: Authorized Signature

**sign here** 

Authorized Officer of Collecting Office

Date of Tax Certificate

Pursuant to Tax Code Section 31.08, if a person transfers property accompanied by a tax certificate that erroneously indicates that no delinquent taxes, penalties or interest are due a taxing unit on the property or that fails to include property because of its omission from an appraisal roll, the taxing unit's tax lien on the property is extinguished and the purchaser of the property is absolved of liability to the taxing unit for delinquent taxes, penalties or interest on the property or for taxes based on omitted property. The person who was liable for the tax for the year the tax was imposed or the property was omitted remains personally liable for the tax and for any penalties or interest.

A tax certificate issued through fraud or collusion is void.