

# Electronic Property Transaction Submission Media Information and Certification Form (MICF)

## THIS FORM **MUST BE COMPLETED WITH EVERY SUBMISSION.**

Your submission will not be accepted if this form is not complete or if the submission does not comply with Electronic Property Transaction Submission Manual's record Layout. Please email this form to: [ptad.sss@cpa.texas.gov](mailto:ptad.sss@cpa.texas.gov).

### Appraisal District Information

Appraisal District Name

District Number

Certification Date

Date Prepared

**I certify that this submission contains all required information for all property transaction records held by this appraisal district for the specified time period, and that each field containing confidential information has been correctly identified.**

Chief Appraiser Signature

### Contact Person Information

Name

Title

Current Mailing Address (number and street)

City, Town or Post Office

State

Zip Code

Phone (area code and number)

Email Address

### Software Vendor Information (if applicable)

Name

Title

Current Mailing Address (number and street)

City, Town or Post Office

State

Zip Code

Phone (area code and number)

Email Address

### Record Information

Number of records in submission: \_\_\_\_\_

Date Range of Transactions: \_\_\_\_/\_\_\_\_/\_\_\_\_ through \_\_\_\_/\_\_\_\_/\_\_\_\_

### Abbreviations for Deed Types for Transactions

Deed Type	Abbreviation	Deed Type	Abbreviation
Example: General Warranty Deed	GWD		

### Type of Media

Please name the file in the following format: **XXXEPTSMMDYY.txt** ('XXX' = CAD number, 'MMDDYY' is the date the file is submitted). Acceptable formats are .txt, .csv or Excel. The file should be copied to the Comptroller's secure FTP site at [privateftp.cpa.texas.gov](http://privateftp.cpa.texas.gov). If you are not already a registered user of this site, please contact Leslie Adam at 512-305-9920 or by email at [leslie.adam@cpa.texas.gov](mailto:leslie.adam@cpa.texas.gov).