

GUADALUPE APPRAISAL DISTRICT



Main Office
3000 N. Austin St.
Seguin, Texas 78155
(830)303-3313 Option 1
(830)372-2874 (Fax)

Schertz Substation
1052 FM 78 * Ste. 103
Schertz, Texas 78154
(830)303-3313 Option 2
(877)254-0888 (Fax)

REQUEST FOR ELECTRONIC DELIVERY OF NOTICES


Delivery of Certain Notices by E-Mail

INSTRUCTIONS: To request electronic delivery of notices permitted to be delivered by the Chief Appraiser, complete this form and return to either office location provided above by fax, email, mail, or drop off. Please note, this request is specific to the property and property owner identified on this form and is not transferrable.

Texas Property Tax Code, Section 1.086

On the written request of the owner of a residential property that is occupied by the owner as the owner's principal residence, the chief appraiser of the appraisal district in which the property is located shall send each notice required by this title related to the following to the e-mail address of the owner:

- (1) A change in value of the property;
- (2) The eligibility of the property for an exemption; or
- (3) The grant, denial, cancellation, or other change in the status of an exemption or exemption application applicable to the property.

Tax Year:	GAD Account Number (Property ID):
Legal Description:	
Owner Name:	
Owner Mailing Address:	
Daytime Phone #:	
Type of Request: (Please check one) <input type="checkbox"/> REQUEST for electronic delivery of any notice required or permitted to be delivered by the Chief Appraiser.  Please type or print a legible email address: _____ <i>Note: Any property owner making a request under this section will be sent a confirmation email from the chief appraiser to verify owner's request prior to any electronic delivery of notices permitted under this section.</i> <input type="checkbox"/> REVOCATION of REQUEST for electronic delivery of any notice required or permitted to be delivered by the Chief Appraiser.	

I am the owner of the residential property described above and occupy it as my primary residence. I request the Guadalupe Appraisal District to deliver all required notices by electronic delivery to the email provided above. I understand that this agreement will remain in place until revoked by written request.

Signature: _____ Print Name: _____

Date of Request: _____

Any person who makes a false statement could be found guilty of a class A misdemeanor or state jail felony under the Texas Penal Code Section 37.10

Sec. 1.086. DELIVERY OF CERTAIN NOTICES BY E-MAIL. (a) On the written request of the owner of a residential property that is occupied by the owner as the owner's principal residence, the chief appraiser of the appraisal district in which the property is located shall send each notice required by this title related to the following to the e-mail address of the owner:

- (1) a change in value of the property;
- (2) the eligibility of the property for an exemption; or
- (3) the grant, denial, cancellation, or other change in the status of an exemption or exemption application applicable to the property.

(b) A property owner must provide the e-mail address to which the chief appraiser must send the notices described by Subsection (a) in a request made under that subsection.

(c) A chief appraiser who delivers a notice electronically under this section is not required to mail the same notice to the property owner.

(d) A request made under this section remains in effect until revoked by the property owner in a written revocation filed with the chief appraiser.

(e) After a property owner makes a request under this section and before a chief appraiser may deliver a notice electronically under this section, the chief appraiser must send an e-mail to the address provided by the property owner confirming the owner's request to receive notices electronically.

(f) The chief appraiser of an appraisal district that maintains an Internet website shall provide a form on the website that a property owner may use to electronically make a request under this section.