

**NOTIFICATION OF CHARGES IN REGARDS TO  
YOUR PUBLIC INFORMATION REQUEST**

**To:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**From:** Erich Strey or Patty Meyers  
Public Information Officers, Guadalupe Appraisal District

Rule 111.67 of the Texas Administrative Code states that a governmental body is required to notify the requestor of public information if the cost for complying with their Public Information Request will exceed \$40.00. We recently received a request for public information from you for the following information:

\_\_\_\_\_  
\_\_\_\_\_

**Preliminary estimates of the cost to comply with your request indicate that the cost to process your request will exceed \$40.00. The itemized charges are described below:**

<u>Item/Service</u>	<u>Quantity</u>	<u>Unit Cost</u>	<u>Total Charge</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
<b>Total Estimated Charge</b>			_____

As a lower cost or no cost way of viewing the requested information, the following checked alternatives are available:

- View the information via the internet at website [www.guadalupead.org](http://www.guadalupead.org)
- View the information in our office via public access terminals
- Other : \_\_\_\_\_

**Before we will proceed with complying with your request, you must notify us in writing as to whether you accept the estimated charges, or want to modify your request or want to withdrawal your request. Your request will be automatically withdrawn if you fail to respond to this notice within 10 business days after the date of this notice.** If you accept the estimated charges, please complete and sign the statement below.

Customer Name (printed): \_\_\_\_\_  
Mailing Address (printed): \_\_\_\_\_  
Billing Address: (printed): \_\_\_\_\_

*I understand and accept that charges for complying with the above described request for public information will exceed \$40.00. I also understand that the above itemized costs are only estimates and that actual cost may exceed the estimated total charge. Please continue with processing of my public information request.*

\_\_\_\_\_  
*Authorized Signature* \_\_\_\_\_  
*Date*

Forward all replies to this notice to: Mail - Guadalupe Appraisal District, Attn: Peter Snaddon or Erich Strey, 3000 N. Austin St., Seguin, TX 78155. Fax – 830-303-2874 or Email [estrey@guadalupead.org](mailto:estrey@guadalupead.org)

**Public Information Charges**

Guadalupe Appraisal District  
 3000 N. Austin St.  
 Seguin, Texas 78155  
 830.303.3313 Phone  
 830.372.2874 Fax

Customer: \_\_\_\_\_

Fax #: \_\_\_\_\_

Phone #: \_\_\_\_\_

*Below please check form of payment enclosed:*

CHECK \_\_\_\_\_

Email Address: \_\_\_\_\_

CASH \_\_\_\_\_

Date \_\_\_\_\_

----- DETACH HERE AND RETURN TOP PORTION WITH PAYMENT -----

		<u>Quantity</u>	<u>Total Charge</u>
<b><u>Photo Copies and Appraisal Cards</u></b>			
Appraisal Cards	.50/account	_____	\$ _____
8.5 x 11 and 8.5 x 14	.10/copy *	_____	\$ _____
11 x 17	.50/copy *	_____	\$ _____
Labor	\$15.00/hour	_____	\$ _____
Overhead (20% of labor charge)		_____ x .20	\$ _____
*1 copy equals one page side of information (partial or full)			
<b>Note:</b> Labor and overhead charge will be assessed for 50 or more appraisal cards or photo copies when applicable.			
<b><u>Computer Generated Reports/Lists</u></b>			
Computer Resource Charge	\$5.72**/hour	_____	\$ _____
Computer Programming	\$28.50/hour	_____	\$ _____
Labor	\$15.00/hour	_____	\$ _____
Overhead (20% of Computer Programming & Labor)		_____ x .20	\$ _____
Printing Charge (8.5 x 11)	.10/printed side	_____	\$ _____
CD	\$1.00/CD	_____	\$ _____
3.5" Floppy Disc	\$1.00/disc	_____	\$ _____
Certified Appraisal Roll	\$17.40 total	_____	\$ _____
<b><u>Maps</u></b>			
24" x 36" Blue Line Map (full page)	\$5.00/page	_____	\$ _____
18" x 24" Blue Line Map (half page)	\$3.00/page	_____	\$ _____
County or City Maps on CD (old scanned maps)	\$30.00/each	_____	\$ _____
GIS Shape files	\$17.40 total	_____	\$ _____
<b><u>Fax Charges</u></b>			
Local	\$.10/page	_____	\$ _____
Long Distance – Same Area Code	\$.50/page	_____	\$ _____
Long Distance – Other Area Code	\$1.00/page	_____	\$ _____
<b><u>Mapping/Abstract Research</u></b>			
Research Fee (when personnel is available)	\$15.00/hour	_____	\$ _____
Overhead (20% of Research Fee)		_____ x .20	\$ _____
<b><u>Miscellaneous Charges</u></b>			
Postage/Shipping (actual cost)			\$ _____
Other Charges (actual cost) Description: _____			\$ _____
<b>TOTAL CHARGES:</b>			\$ _____

**CHARGES DUE UPON RECEIPT**

- 1.) Charges that will exceed \$40 will require the pre-approval of the requestor.
- 2.) The appraisal district reserves the right to require a deposit of no more than 50% of the total estimated charge for any request that will cost \$100 or greater. Failure to make a required deposit will result in the request not being processed.