



CAMERON APPRAISAL DISTRICT

P.O. Box 1010 • 2021 Amistad Dr.
San Benito, Texas 78586
Phone: (956) 399-9322
Fax: (956) 399-6969
Email: public@cameroncad.org

REQUEST FOR PUBLIC INFORMATION

Pursuant to the Open Records Act, you are required to submit a written request describing in detail the information being requested. (e.g., Account Number, Owner's Name, Legal Description, Type of Print-out, ect.)

If the Requested Information is excepted from Disclosure to the General Public (confidential), other requirements apply.

It is the policy of this office to provide suitable copies of all public records, to produce computerized print-out, appraisal cards and/or data files within a reasonable period of time after a request is made, but no later than 10 **business** days without informing you of the cost or availability of the records. All requests submitted after 5:00 PM will be marked as received on the next regular business date.

We will make every effort possible to ensure that the cost is kept to a minimum.

A free download of the most current certified year's Appraisal Export and other listings can be found at: www.cameroncad.org.

Please Print

Requestor's Name: _____ Date: _____

Phone Number: _____ Fax Number: _____

Email Address: _____

___ Appraisal Card ___ Copies ___ Inspection of Records ___ Location Map

Description of Requested Information:

Please see other side of page for additional information regarding public information and pricing information.

COST TABLE

Paper Copies.	\$0.10 per page, up to legal size	_____
	\$0.20 per page, ledger size	_____
Property Appraisal Cards.	\$0.10 per page	_____
(Homestead Property Card at no charge to Owner)		
Computer Generated Pages.	\$0.10 per page	_____
Appraisal Cards or Roll on CD.	\$2.50 per CD	_____

*If the request involves more than 50 pages of records, clerical time of \$15.00/hour plus a 20% overhead charge will be accrued in addition to the copying fees.

Computer Processed Requests

Programming Time	\$28.50 per hour	_____
CD of ARB Hearings	\$1.00 plus personnel time	_____
Research/Personnel	\$15.00 per hour	_____
Labor Charges	\$15.00 per hour	_____
Overhead Charges	20% of labor charges	_____

Estimated cost to produce request: _____ Total Amount Due: _____

Estimated processing time: _____ Days

Authorize to proceed: _____

Property Tax Code Section 41.461 a copy of the data, schedule, formulas, and all other information the Chief Appraiser plans to introduce at the hearing to establish any matter at issue. Information will be released upon payment made.

Date Requested: _____

Date Delivered: _____

Prepared By: _____