

Brenda Bundick  
Tax Assessor Collector



1918 KEY STREET  
WALLER, TEXAS 77484  
(936)931-3695  
(936)310-6584 FAX

## TAX CERTIFICATE REQUEST FORM

<b>Contact Person:</b>	<b>Date of Request:</b>
<b>Contact Phone:</b>	<b>Name of Company:</b>

### ACCOUNT NUMBER, PROPERTY ADDRESS OR LEGAL DESCRIPTION

Please complete the information below, indicating *each account* for which a Tax Certificate is requested.

1.	6.
2.	7.
3.	8.
4.	9.
5.	10.

Mail information to: 1918 Key Street Waller, Texas 77484  
Or Email to: [dreyesjauregui@wallerisd.net](mailto:dreyesjauregui@wallerisd.net) or [rhargrave@wallerisd.net](mailto:rhargrave@wallerisd.net).

### Payment

The fee for each Tax Certificate is **\$10**. The certificate will be printed upon receipt of your payment. Make checks payable to: **Waller ISD Tax Office**. Please do not send cash through the mail.

### Processing Time

Your request will be processed in the order in which it was received. Processing time, once we receive your request, is 10 business days.

**\*\*Please Note: A tax certificate is an official document that certifies the current taxes are paid on a property. All taxes must be paid on each account at least 10 business days prior to the request. In order for our office to issue a tax certificate on the same day, please make a payment by certified funds.**

**\*\*\*\* OUR OFFICE WILL CONTACT YOU UPON COMPLETION OF PROCESSING \*\*\*\***

### Delivery

You may request to have the Tax Certificate mailed to you, or you may pick it up at our main location:  
**Waller ISD Tax Office**  
**1918 Key Street**  
**Waller, TX 77484**