



Grayson Central Appraisal District

512 N. Travis Street, Sherman, Texas 75090
903-893-9673 - Phone 903-892-3835 - Fax
www.graysonappraisal.org



OPEN RECORDS REQUEST REQUEST FOR INFORMATION UNDER TEXAS PUBLIC INFORMATION ACT

The Texas Property Tax Code allows individuals to access public information, ensuring transparency and accountability. Please provide the necessary details below to initiate your request as all requests for Public Information must be in writing to protect the rights of the requestor as well as the rights of the District.

Gov't Code Section 552.149

Exception: Confidentiality of Records of Comptroller or Appraisal District Received from Private Entity

(a) Information relating to real property sales prices, descriptions, characteristics, and other related information received from a private entity by the comptroller or the chief appraiser of an appraisal district under Chapter 6 (Local Administration), Tax Code, is excepted from the requirements of Section 552.021 (Availability of Public Information).

(b) Notwithstanding Subsection (a), the property owner or the owner's agent may, on request, obtain from the chief appraiser of the applicable appraisal district a copy of each item of information described by Section 41.461 (Notice of Certain Matters Before Hearing; Delivery of Requested Information)

(a)(2), Tax Code, and a copy of each item of information that the chief appraiser took into consideration but does not plan to introduce at the hearing on the protest. In addition, the property owner or agent may, on request, obtain from the chief appraiser comparable sales data from a reasonable number of sales that is relevant to any matter to be determined by the appraisal review board at the hearing on the property owner's protest or by the arbitrator at the hearing on the property owner's appeal under Chapter 41A (Appeal Through Binding Arbitration), Tax Code, of the appraisal review board's order determining the protest. Information obtained under this subsection:

- (1) remains confidential in the possession of the property owner or agent; and
- (2) may not be disclosed or used for any purpose except as evidence or argument at the hearing on:

(A) the protest; or

(B) the appeal under Chapter 41A (Appeal Through Binding Arbitration), Tax Code.

(c) Notwithstanding Subsection (a) or Section 403.304 (Cooperation with Comptroller; Confidentiality), so as to assist a property owner or an appraisal district in a protest filed under Section 403.303 (Protest), the property owner, the district, or an agent of the property owner or district may, on request, obtain from the comptroller any information, including confidential information, obtained by the comptroller in connection with the comptroller's finding that is being protested. Confidential information obtained by a property owner, an appraisal district, or an agent of the property owner or district under this subsection:

- (1) remains confidential in the possession of the property owner, district, or agent; and
- (2) may not be disclosed to a person who is not authorized to receive or inspect the information.

(d) Notwithstanding Subsection (a) or Section 403.304 (Cooperation with Comptroller; Confidentiality), so as to assist a school district in the preparation of a protest filed or to be filed under Section 403.303 (Protest), the school district or an agent of the school district may, on request, obtain from the comptroller or the appraisal district any information, including confidential information, obtained by the comptroller or the appraisal district that relates to the appraisal of property involved in the comptroller's finding that is being protested. Confidential information obtained by a school district or an agent of the school district under this subsection:

- (1) remains confidential in the possession of the school district or agent; and
- (2) may not be disclosed to a person who is not authorized to receive or inspect the information.

(e) Repealed by Acts 2021, 87th Leg., R.S., Ch. 557 (S.B. 334), Sec. 2, eff. June 14, 2021.

STEP 1: OWNER INFORMATION

REQUESTOR'S NAME (PRINT):			
PRIMARY PHONE:	EMAIL:		
MAILING ADDRESS:	CITY:	STATE:	ZIP:

Requests for Public Information are processed in the order they are received and you will receive a response within ten business days. Your inquiries are important to us and we are committed to providing you with the requested information in accordance with the law.

STEP 2: PROPERTY DESCRIPTION

Use blank pages if more space is needed

PROPERTY ID#:	GEO ID#:	APPRAISAL YEAR:
PROPERTY ID#:	GEO ID#:	APPRAISAL YEAR:
PROPERTY ID#:	GEO ID#:	APPRAISAL YEAR:
PROPERTY ID#:	GEO ID#:	APPRAISAL YEAR:
PROPERTY ID#:	GEO ID#:	APPRAISAL YEAR:
PROPERTY ID#:	GEO ID#:	APPRAISAL YEAR:
PROPERTY ID#:	GEO ID#:	APPRAISAL YEAR:
PROPERTY ID#:	GEO ID#:	APPRAISAL YEAR:
PROPERTY ID#:	GEO ID#:	APPRAISAL YEAR:

STEP 3: DETAILED DESCRIPTION OF INFORMATION REQUESTED*Use blank pages if more space is needed*

Describe in detail the information you are requesting. Please include enough description of the information you are requesting so that the governing body may accurately identify and locate those items requested. If your request cannot be determined, it will be returned to you for clarification. Attach a separate sheet to this form if necessary.

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BREAKDOWN OF CHARGES

DESCRIPTION	CHARGE	ESTIMATED COST
Photocopy of each page of a standard letter or legal size document	\$ 0.10	\$
Photocopy of each page of a standard letter or legal size document which contains more than 50 pages, clerical time of \$15.00 per hour plus a 20% overhead charge is added to the copying fees due.	\$	\$
Computer printed copy of each page of a document, record or account (Screen Print)	\$ 0.10	\$
Photocopy of a standard size map	\$ 0.50	\$
GIS Maps (on file)	\$ 7.00	\$
Special Request GIS Maps	\$ 28.50/hr	\$
Standard Data Processing Request	\$ 40.00	\$
Duplication of existing information on CD (Example: Appraisal Roll)	\$ 25.00	\$
Parcel Finder	\$ 50.00	\$
Parcel Finder Updates	\$ 25.00	\$
TOTAL ESTIMATED COST		\$

NOTE: Visit the GCAD Public Info page for GCAD data that is available free of charge. Link: <https://www.graysonappraisal.org/public-information/>

I understand that I must pay all applicable charges as allowed by the Texas Administration Code. For more information on charges you may access the Texas Attorney General's website.

Link: <https://www.texasattorneygeneral.gov/open-government/governmental-bodies/charges-public-information>

STEP 4: PREFERRED METHOD OF RECEIPT SELECTION*Select ONE option*

	I wish to receive the documents in-person.
	I wish for the documents to be delivered by mail to the mailing address listed on this request.
	I wish to inspect the documents. You will be notified to secure a mutual date and time for inspection at the Grayson County Appraisal District.

STEP 5: REQUESTOR'S SIGNATURE AND DATE

REQUESTOR'S PRINT NAME:	
REQUESTOR'S SIGNATURE:	DATE:

NOTE: All information that you submit with a Public Information Request is subject to public disclosure as allowed under the Texas Public Information Act.

Submit this form by mail, email, or in-person to:

Mailing Address: Grayson Central Appraisal District
512 N. Travis St.
Sherman, TX 75090

E-Mail: webmaster@graysonappraisal.org

Return In-Person: to the above address, Administration Department

REQUEST RECEIVED BY: _____ DATE: _____