

**FALLS COUNTY**

403 Craik Street



**APPRAISAL DISTRICT**

Marlin, Texas 76661  
Ph. (254) 883-2543

MARTHA DAVIS, RPA, CCA  
Chief Appraiser

**Open Records Request**

Name \_\_\_\_\_ Ph. # (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

Mailing Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

E-Mail \_\_\_\_\_

Per Open Records Act, you have the right to request any information that has not been deemed confidential that the Appraisal District has available and we will get it to you in a timely manner. In order to process your request, please give detailed information about the records you are requesting such as the properties involved, the year you need the information for, specific locations, etc. There **will be** a charge of **\$20.00** an hour, plus **10 cents** per page (printed on one side) or **\$10.00** for information put on a CD. The amount due will need to be paid in full before the information you requested is released to you.

**(Please check appropriate fields)**

Abstract/Subdivision Name: \_\_\_\_\_

Appraisal Roll: \_\_\_ Tax Roll: \_\_\_ Individual Account: \_\_\_ Sales Ratio Files: \_\_\_

Legal Description: \_\_\_ Deed Info: \_\_\_ Files: \_\_\_ Acres: \_\_\_ Prev. Owner: \_\_\_ Other: \_\_\_

**Order Requested in:** Alpha: \_\_\_ LGL: \_\_\_ Both: \_\_\_ Number of copies of each: \_\_\_

**How information is needed:** Paper: \_\_\_ CD: \_\_\_ E-mail: \_\_\_

**Additional Information:**

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

**Total Cost:** \$ \_\_\_\_\_

Requestor: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Employee: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Processed By: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_