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Tax Office  
12841 Capricorn Street  
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281-499-1223

REQUEST FOR INSTALLMENT AGREEMENT FOR ON PROPERTY IN DISASTER AREA  
FOR 2018 TAXES

This application is ONLY for the 2018 real and tangible personal property taxes for areas damaged by the severe weather, tornadoes & flooding caused by HURRICANE/TROPICAL STORM HARVEY that began on August 25, 2017 in the State of Texas.

The application and first payment MUST be made or postmarked no later than Thursday, January 31, 2019. All payments must be made by check or in person by cash or check. Payments are calculated by taking the total amount due and dividing by four (4). Please contact our office if you need assistance in calculating your payment.

TAXPAYER INFORMATION

Name: \_\_\_\_\_

Property Tax Account Number \_\_\_\_\_

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

Phone Number: \_\_\_\_\_

Property Address & Legal Description:  
\_\_\_\_\_

Mailing Address of Owner (if different from above):  
\_\_\_\_\_

MUD/LID District:  
\_\_\_\_\_

Taxpayers must pay at least one-fourth of the total amount due by January 31, 2019 (or the due date on your tax statement. If a taxpayer chooses to pay more than one-fourth at any given time, the amount in excess of the amount due shall be credited to the next installment.

PROOF OF LOSS

Please see attach proof of loss (FEMA or insurance claim sheet, copy of repair estimate or paid invoices if under insurance deductible or does not meet FEMA requirements) to this form.

Installment Payment Plan For Disaster Victims

In accordance with Section 31.032 of the Property Tax Code, taxpayers who sustained property damage as a result of a declared natural disaster may be eligible to split their property tax payments into 4 equal interest free installments, to be paid in full by July 31st.

QUALIFICATIONS

1. **real property** that is -

- a. the residence homestead of the owner or consists of property that is used for residential purposes and that has fewer than five living units; **or**
  - b. owned or leased by a business entity that had not more than the amount calculated as provided by Subsection (h) in gross receipts in the entity's most recent federal tax year or state franchise tax annual period, according to the applicable federal income tax return or state franchise tax report of the entity.
  - c. located in a declared disaster area; and
  - d. damaged as a direct result of the disaster.
2. **tangible personal property** owned or leased by a business entity as described in (b), above.

**Note: The gross receipts threshold used in determining eligibility is \$5,704,890.**

**REQUIREMENTS**

*You must provide:*

- 1. Payment in the amount of at least one-fourth (25%) of the total amount of taxes due before the due date shown on your tax statement (February 1st, unless your account was late-certified).  
Taxpayers have a one-month grace period after the delinquency date in which to make the first payment, however, 7% penalty and interest is added to the amount due.
- 2. A completed "Request for Installment Agreement for Taxes on Property in Disaster Area" form obtained from the Tax Office.
- 3. Proof of the property damage in the form of FEMA or insurance claim sheet; or pictures of damage, copy of repair estimate, or paid invoices if under insurance deductible or does not meet FEMA requirements.

**PAYMENTS**

*The remaining taxes, after the first installment, may be paid without penalty or interest as follows:*

the **second** must be paid BEFORE April 1, 2019.

the **third** must be paid BEFORE June 1, 2019.

the **fourth** must be paid BEFORE August 1, 2019.

**\* These dates are for accounts due 1/31/19. If your account is late-certified, these dates will be calculated based on when your first installment is due.**

If payment is not made before the deadline (delinquency date), the unpaid amount of the individual installment payment due is delinquent and incurs a penalty of 6% and 1% interest as provided by Section 33.01(c) of the Property Tax Code. If you pay more than the amount due for an installment, then the excess will be credited to the next installment.

**You will be notified by mail ONLY if your request is NOT approved.**

*By signing this application, I affirm under penalty of perjury that all information above and documents provided as evidence of damage are applicable to the property as listed above, are accurate and factual, and occurred as a result of severe weather, tornadoes and flooding caused by Hurricane/Tropical Storm Harvey that began on August 25, 2017 in the State of Texas.*

Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Date: \_\_\_\_\_