

**MATAGORDA COUNTY APPRAISAL DISTRICT**

2225 AVE G, BAY CITY, TEXAS 77414  
 PHONE 979-244-2031 FAX 979-244-4254  
[www.matagorda-cad.org](http://www.matagorda-cad.org)  
 Email [mcad@co.matagorda.tx.us](mailto:mcad@co.matagorda.tx.us)

**REQUEST TO UPDATE INFORMATION ON  
PROPERTY TAX ACCOUNT**

PROPERTY ID # \_\_\_\_\_

**Instructions**

You may use this form to update information such as owner name, mailing address, property location address (situs) and email address on a property account. Please ensure if you are requesting a change in ownership you **must** attached a copy of deed, will, divorce decree, or other evidence of title with this form or the request will be not be processed.

**TYPE OF  
REQUEST**

Change to new owner (see above)       Update or correct owner's mailing address  
 Correct error in existing owner's name       Update or add Email address  
 Update or correct property location address (situs)

**OWNERSHIP INFORMATION  
Old address**

Name \_\_\_\_\_  
 Address \_\_\_\_\_  
 City \_\_\_\_\_  
           State \_\_\_\_\_ Zip Code \_\_\_\_\_  
 Phone daytime \_\_\_\_\_  
 Email \_\_\_\_\_

**OWNERSHIP INFORMATION  
New address**

Name \_\_\_\_\_  
 Address \_\_\_\_\_  
 City \_\_\_\_\_  
           State \_\_\_\_\_ Zip Code \_\_\_\_\_  
 Phone daytime \_\_\_\_\_  
 Email \_\_\_\_\_

**PROPERTY  
DESCRIPTION**

Legal Description \_\_\_\_\_  
 \_\_\_\_\_  
 Purchase date \_\_\_\_\_ Purchase from \_\_\_\_\_  
 Property location address (situs) \_\_\_\_\_  
 \_\_\_\_\_  
 Acreage or square footage \_\_\_\_\_

**AFFIRMATION**

I am owner of the property described above and request MCAD to send this notification to Matagorda Taxing Jurisdictions to correct its records to reflect the information listed above.

Signature \_\_\_\_\_ Date \_\_\_\_\_  
 Printed Name \_\_\_\_\_

**Any person who makes a false entry upon the foregoing record may be subject to one of the following penalties**

- 1) Confinement in jail for a term up to 1 year or a fine not to exceed \$3,000 or both such fine and imprisonment
- 2) Confinement up to 1 year in a community correction facility
- 3) Imprisonment of not more than 10 years and/or a fine of not more than \$10,000 or both such fine and imprisonment as set forth in Section 37.10, Peal Code.