



Bexar Appraisal District Request for Information under Texas Public Information Act

The Texas Public Information Act allows the public the right of access to government information. All persons must do so in writing with enough description and details of the information being requested.

The request must be for records or information that already exists. The Public Information Act does not require a governmental body to create new records, perform legal research or to answer questions. The requestor may ask to inspect records, obtain copies of records or both. Although most government information is available under the Act, some exceptions exist.

Written requests may be submitted by mail, fax, e-mail or in person to the following individual:

Yesica Antu-Sanchez
Records Management Officer

Bexar Appraisal District
411 North Frio, San Antonio, Texas 78207
Phone: (210) 242-2501 Fax: (210) 242-2455 E-mail: openrecords@bcad.org

A response will be provided as promptly as possible but no later than the 10th **business** day. All requests submitted after 5:00 PM will be marked as received on the next regular business date.

Please Print

Requestor's Name: _____

Mailing Address: _____

City: _____ State: _____ Zip code: _____

E-mail Address: _____ Phone Number: _____

Describe in detail the records you are requesting so that we may accurately identify and locate copies.

Property ID(s) or address(es): _____

Appraisal Year(s) Subject to Your Request after 1983: _____

Detailed Description of the Records You Are Seeking: _____

Requestor's Signature: _____

Please see other side of page for additional information regarding public information and pricing information.

**Bexar Appraisal District
Charges for Copies of Public Information**

ARB Hearing Audio Recordings

CD's estimates begin at \$9.50/each depending on the number of audio files requested.

Paper Copies

Standard Size Copies* (8 ½ x 11)..... \$0.10/each

*If the request involves more than 50 pages of records, clerical time of \$15.00/hour plus a 20% overhead charge will be accrued in addition to the copying fees.

Archived Records

Some Bexar Appraisal District records are stored at an off-site records facility. Therefore, there is a fee to retrieve records from archives in addition to copying fees for records that are no longer stored on the District premises.

Electronic Data*

The Bexar Appraisal District provides electronic administrative and geographic information on CD and DVD. All completed transactions are **final** and **non-refundable**. Bexar Appraisal District provides all products "as is" without warranty of any kind. Products/data may include inaccuracies or typographical errors. The Bexar Appraisal District is not responsible for any errors or omissions. The data products below can be purchased by mailing your written request and payment to the Records Management Officer listed on the previous page.

Appraisal Data Information DVD.....\$11.50
Property Summary Export DVD.....\$11.50
GIS Public Data DVD.....\$11.00

***Please note that the prices for our electronic data reflect the price for the most current export available. Additional fees will apply should a request call for a historical data export or an unscheduled update to the Appraisal Data Information or Property Summary Export.**

You can circumvent the fees for obtaining the **most recent exports** if you are willing to download the files from our FTP server. Please contact Yesica Antu-Sanchez at the contact information listed on this form and request the access credentials to download the files.

Good to Know...

- ❖ All requests for Public Information must be in writing to protect the rights of the requestor as well as the rights of the District.
- ❖ Requests for Public Information are processed in the order they are received and will receive a response within ten business days.
- ❖ Appraisal Information for the current year, in addition to the last five appraisal years, can be found on our website, www.bcad.org. Information for years prior to what is available on the website can be obtained by submitting a Request for Public Information. Please note that our records only go back to 1983.
- ❖ For property value records before 1983, please contact the Archives Department of the Bexar County Tax Office at (210) 335-6595.
- ❖ Copies of recorded deeds and plats cannot be obtained through the Bexar Appraisal District. Please contact the County Clerk's office at (210) 335-2225.
- ❖ The 80th Texas Legislature added Section 552.148 to the Texas Government Code. This new law, effective June 18, 2007, excepts from disclosure information concerning property sales, descriptions, characteristics, and other related information provided by private entities to appraisal districts. This information may be disclosed to property owners or their agents for use at their protest hearings. Due to this change in the law, commercial and residential sales data is no longer generally available.