

# COMAL APPRAISAL DISTRICT

900 S. SEGUIN AVENUE  
NEW BRAUNFELS, TX 78130

RUFINO H. LOZANO  
CHIEF APPRAISER

## Open Records Request

Name of person requesting information: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

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

Describe the information requested (be specific): \_\_\_\_\_

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

Signature \_\_\_\_\_

Date \_\_\_\_\_

**Note:**

- 1. If the information requested is not immediately available, you will be notified of a time to obtain the information within ten days**
- 2. Please refer to Open Records Pricing Sheet for cost**

**FOR OFFICE USE ONLY**

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

Information Supplied: \_\_\_\_\_

Method of Delivery: \_\_\_\_\_

Total Fees: \_\_\_\_\_

Signature Upon Completion of Request: \_\_\_\_\_

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