

# Tax Record Information Sheet

THIS FORM MUST BE COMPLETED BY TITLE OFFICER, ESCROW OFFICER AND/OR CLOSING ATTORNEY AND SIGNED BY SAME

THIS SHEET MUST BE COMPLETELY FILLED OUT OR IT WILL BE RETURNED FOR COMPLETION.

Instructions for completion of tax records:

1. Tax legal description must be exactly as shown on tax records;
2. Show only all taxing authority where we are escrowing for payment;
3. Tax bills and information are obtained from this sheet. Therefore, it must be completed in full. Please include any assessments, municipal utility districts, ground rents, etc escrowed for payment.

The following information is certified by: \_\_\_\_\_

Date loan closed: \_\_\_\_\_ Title/Escrow/Closing Attorney: \_\_\_\_\_

Refinance  Yes  No

Loan Number: \_\_\_\_\_

Borrower(s) \_\_\_\_\_

Taxes for current year listed in name of: \_\_\_\_\_

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

Current Tax Assessment Based On:

Acreage  Vacant  Partial Construction  Complete Construction

Legal Description:

Section \_\_\_\_\_ Block \_\_\_\_\_ Lot(s) \_\_\_\_\_ Tract \_\_\_\_\_

Map \_\_\_\_\_ Unit No. \_\_\_\_\_ Township \_\_\_\_\_ Range \_\_\_\_\_

Subdivision \_\_\_\_\_

Metes and Bounds:  Yes  No

Type of Tax \_\_\_\_\_

Last Amount Paid \_\_\_\_\_

Current taxes paid thru date \_\_\_\_\_

Next Due Date \_\_\_\_\_

Next Amount Due \_\_\_\_\_

This Amount Is  Estimate  Actual

Payment Frequency:  Annual  Semi-annual  Quarterly  Tri-annual

Taxing Authority Name and Address:

Parcel/Property ID/TMS No.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Parcel/Property ID/TMS No.

\_\_\_\_\_

\_\_\_\_\_

Type of Tax \_\_\_\_\_

Last Amount Paid \_\_\_\_\_

Current taxes paid thru date \_\_\_\_\_

Next Due Date \_\_\_\_\_

Next Amount Due \_\_\_\_\_

This Amount Is  Estimate  Actual

Payment Frequency:  Annual  Semi-annual  Quarterly  Tri-annual

Taxing Authority Name and Address:

Parcel/Property ID/TMS No.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Parcel/Property ID/TMS No.

\_\_\_\_\_

\_\_\_\_\_

Type of Tax \_\_\_\_\_

Last Amount Paid \_\_\_\_\_

Current taxes paid thru date \_\_\_\_\_

Next Due Date \_\_\_\_\_

Next Amount Due \_\_\_\_\_

This Amount Is  Estimate  Actual

Payment Frequency:  Annual  Semi-annual  Quarterly  Tri-annual

Taxing Authority Name and Address:

Parcel/Property ID/TMS No.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Parcel/Property ID/TMS No.

\_\_\_\_\_

\_\_\_\_\_