



# TAX CERTIFICATE INFORMATION

## Required at Submittal

# NOTICE

**TAX CERTIFICATES ARE REQUIRED AT THE TIME OF APPLICATION SUBMITTAL AND CAN BE OBTAINED AT THE FOLLOWING LOCATIONS:**

**Collin County Offices:**    **OR**    **You may print the current City tax certificate online!**

### **McKinney**

2300 Bloomdale Rd  
McKinney, Texas 75071

(972) 547-5020  
(972) 424-1460 ext. 5020  
(Metro)

*(Applications will be rejected as incomplete without the City tax certificate. Computers are available for public use on the 4<sup>th</sup> floor of the Library.)*

**1. Go to:**  
<http://taxpublic.collincountytx.gov/webcollincounty/accountsearch.htm>

**2. Click on “Property Account Lookup”**

**3. Enter the following:**

**Account Number**    *Account numbers can be found on your Tax Statement. If you do not know the account number, try searching by owner name, address or property location.*

**Example:**    XXXXXXXXXXXXX

**Owner Name**    *Enter owner's last name followed by a space and the first name or initial.*

**Example:**    Doe John or Doe J

**Owner Address**    *This is the owner's mailing address. Enter the street number followed by a space and the street name.*

**Property Location**    *This is the actual property address. Enter the street number, followed by a space and the street name. Do not enter street type or direction such as: Ave., Ln., or Dr.*

**Example:**    100 Weatherford

**4. Click on “e-Statement”**

**5. Print Statement showing City & School taxes**

### **PLEASE NOTE:**

- **Delinquent city taxes will delay action on receiving approval and may lead to denial of the case.**
- **Only City tax certificates are required at submittal.**
- **City & school tax certificates can be obtained at Collin County office and/or web site even if property is in Denton County.**