



**CITY OF PASADENA, TEXAS
PLANNING DEPARTMENT**

TAX CERTIFICATE POLICY

Original (raised-stamped) tax certificates from the applicable school district tax office and Harris County Tax Assessor/Collector's Office are required by the Harris County Clerk's Office for recording of all plats.

If the property being platted contains more than one lot or tract, tax certificates for each lot or tract are required.

Harris County will not accept tax certificates that show a balance due.

The following documents are required for recording plats:

- Plats filed between February 1st & August 31st:
 - Tax certificates obtained on or after February 1st

- Plats filed between September 1st & November 1st:
 - Tax certificates obtained on or after February 1st
AND
 - A composite tax receipt obtained on or after September 1st stating that taxes have not been calculated for the current year (*If taxes are pending and have not been calculated*)
OR
An official tax receipt/tax statement noting that the current year taxes have been paid in full (*If taxes have been calculated*)
Generally, taxes have not been assessed prior to November 1st.

- Plats filed between November 2nd & January 31st:
 - Tax certificates obtained on or after February 1st
AND
 - An official tax receipt/tax statement noting that the current year's taxes have been paid in full.