Adams County

Request for
Tax Parcel Division and/or Consolidation

Date of Request _____

FOR OFFICE USE ONLY		
Owners Identical:	Yes ____	No ____
Tax Codes Identical	Yes ____	No ____
Unpaid Taxes	Yes ____	No ____
Forfeiture	Yes ____	No ____
	Yes ____	No ____

Date _____ Staff Initials _____

I hereby request the Adams County Clerk to reconfigure the tax boundaries of the property represented by the following permanent index number(s) by consolidating or dividing *(circle one)* **the property to be listed as (_____) new parcels. Use additional pages, if necessary, to list the existing parcels.**

Property Identification Number(s), if known

_____ Site Address	_____ City	_____ Zip	Retired (Y/N) ____
_____ Site Address	_____ City	_____ Zip	Retired (Y/N) ____
_____ Site Address	_____ City	_____ Zip	Retired (Y/N) ____
_____ Site Address	_____ City	_____ Zip	Retired (Y/N) ____
_____ Site Address	_____ City	_____ Zip	Retired (Y/N) ____
_____ Site Address	_____ City	_____ Zip	Retired (Y/N) ____

<u>NEW TAX PARCEL INFORMATION</u> (Please Print)

Name(s) as printed on tax bill _____
Address to mail tax bill: _____
_____

Phone: _____ **e-mail** _____

Under oath, and under penalties of perjury as provided by law, I hereby affirm, represent, warrant and certify to the office of the Adams County Clerk that I am the legal, beneficial and/or equitable owner, trustee or agent for the owner or trustee for the property listed and that I have the legal, equitable or actual authority to execute this instrument.

_____ _____ Notary Seal:
Authorized Written Signature Notary Signature

_____ _____
Printed Name Commission Expiration Date

Requirements for Filing

1. Divisions or consolidations can not be processed until both installments of all current or previous tax payments are paid in full.

2. Ownership must be identical for all parcels to be consolidated.

3. All parcels to be consolidated must have the same tax code.

4. All requests received after August 10th will be processed for the following tax year.

5. Properties must be contiguous.

6. If the property is in trust, the trustee must sign the request.

Please note that the informal document suggested herein is performed as a courtesy and is not intended and should not be interpreted to create or cause the vesting of any property rights.