



## DAVIDSON COUNTY TAX DEPARTMENT

PO Box 1617 | Lexington | NC 27293-1617

913 Greensboro St | Lexington | NC 27292

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### REQUEST FOR INFORMATION

PERSON REQUESTING INFORMATION: \_\_\_\_\_ DATE: \_\_\_\_\_

BUSINESS NAME: \_\_\_\_\_

TELEPHONE NUMBER: \_\_\_\_\_ FAX NUMBER: \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_

**Please provide the following information for the requested data:**

**REPORT DESCRIPTION IN DETAIL OF INFORMATION REQUESTED** (Ex: Map/Pin numbers needed, Property owners, mailing addresses, physical addresses, column headings, etc.)

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

**FORMAT OF DATA:** (Please circle) Excel / Pdf / Text / CSV / Printed hard copy  
If printed: Number of Copies \_\_\_\_\_ and Sort Option \_\_\_\_\_

**TYPE OF MEDIA REQUESTED:** (Please circle) Email / CD / DVD / Flash Drive / Other

FOLLOWING RECEIPT OF THIS FORM THE TAX ADMINISTRATOR'S OFFICE WILL DETERMINE IF THE INFORMATION REQUESTED IS AVAILABLE, COST, IF ANY, AND THE LENGTH OF TIME IT WILL TAKE TO PROVIDE THE INFORMATION.

A REPRESENTATIVE FROM THE TAX ADMINISTRATOR'S OFFICE WILL CONTACT YOU ONCE THIS INFORMATION HAS BEEN DETERMINED. IF YOU HAVE ANY QUESTIONS YOU MAY CONTACT THE DAVIDSON COUNTY TAX OFFICE AT 336-242-2160.

OUTSIDE REQUESTS ARE PROCESSED IN THE ORDER RECEIVED. DAILY OPERATIONS TO MEET STATUTORY REQUIREMENTS DO TAKE PRECEDENCE OVER OUTSIDE REQUESTS. INFORMATION CAN BE ELECTONICALLY SENT OR HARD COPIES PICKED UP AT OUR OFFICE MONDAY – FRIDAY 7:30 AM TO 6:00 PM.

### OFFICE USE ONLY

Estimated Cost \_\_\_\_\_ Payment Received \_\_\_\_\_

Processing Time \_\_\_\_\_ Materials \_\_\_\_\_

Date Processed \_\_\_\_\_ By \_\_\_\_\_ Total \_\_\_\_\_