

TAX ADLITEM CHECKLIST

DATE

1. Prepare an answer and e-file with court CC attorneys _____
2. Fax an information request to the tax attorney (if you do not have the file info) _____
3. Once information is received send a letter to the listed owner of the property in HCAD _____
4. Print the HCAD details & related map, print map to address with directions. Locate picture of subject property and property inspection report from LBG file. Draft property letter. Gather all of the information and email it to Mr. Lopez Senior for his land research.
5. First look up the person on the residential phone book: _____
6. If the person can't be located on the phone book: _____
7. Try to located through the web pages: _____
 1. Public Data. Com _____
 - TDL
 - Voter registration
 - By name
 2. Dog Pile.com _____
 - With pages residential
 3. Harris County Appraisal District _____
 4. Beverly Kaufman, County Clerk Records _____
 - Marriage records
 - Real property records
 5. TLO.com _____
8. Print out all the information found: _____
9. Send letters to all the people found: _____
10. Try to get phone numbers and call them: _____
 - Ask all kind of questions that can help you locating this person:

- Ask neighbors if it is possible:

13. If the person is found or not found do an Adlitem Report: _____

- In Ad litem report make sure if there is an heir that the information is set apart.