



St. Tammany Parish Sheriff's Office

Ex-Officio Tax Collector

Randy Smith, Sheriff

Tax Research Request Information

Please follow the instructions below to avoid a delay in receiving the requested *Tax Research Certificate*.

Using the Tax Research Request form;

1. Include the assessment number of the property requested. If the property has been subdivided due to a bulk assessment, the original assessment number must also be listed. If there is more than one assessment number associated with this property within the last five years, it must also be listed.
2. List the full names of the owners of record for the last five years and the date of acquisition with the COB/instrument numbers on the conveyance record.
3. Clearly indicate the complete legal description of the property. Do not include the municipal address.
4. If there is a property tax sale involved, please list the year of the tax sale, the date of the redemption and note if the property was adjudicated to the parish of St. Tammany. If there is a title abstract report available, please include.
5. Include a check made payable to **“Tax Collector, Parish of St. Tammany”**. See the cost listed below:
 - If the property is within Slidell (Districts 23 & 24), Covington (District 6), Mandeville (District 14), Pearl River (District 22) Madisonville (District 1) or Abita Springs (District 15) city limits the cost is \$45.
 - For all other locations within the parish of St. Tammany, the cost is \$25.



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Tax Research Request

Assessment Number: _____

Owner(s) Name last five years:

Date Acquired:

Instrument #:

Legal Property Description

Make Checks Payable To: Tax Collector, Parish of St. Tammany

Mail To: Tax Collector, Parish of St. Tammany

P O Box 1120

Covington, LA 70434

(985) 809-8217

(985) 809-8289 fax