HCCSD Service Area Methodology

Steps in Identifying HCCSD Service Area Addresses:

**Step 1.** Go to the Harris County Appraisal District’s website at [www.hcad.org](http://www.hcad.org).

**Step 2.** Click on Property Search tab (top of page)

**Step 3.** Click on Real Property (drop down options)

**Step 4.** Click on Search by Address

**Step 5.** Under Address Search, type in the Street Number and Street Name in the appropriate boxes. Click the Search button to submit search.

**Step 6.** On the page that appears next, click on the 13 digit number. Account Number (i.e. 111530000024) to get specific address information.

**Step 7.** On the Real Property Account Information page, the middle of the page list exemptions and jurisdictions.

**Step 8.** Check the list under districts for service area eligibility:

The address is eligible if:
- The code **040** (Harris County) appears in the list, and
- The following codes do not appear:

051 (City of Baytown), 052 (City of Bellaire), 053 (Bunker Hill Village), 055 (Hedwig Village), 056 (City of El Lago), 058 (City of Friendswood), 059 (City of Pearland), 060 (Hillshire Village), 061 (City of Houston), 064 (Missouri City), 065 (Hunters Creek Village), 067 (League City), 070 (Jersey Village), 073 (Nassau Bay), 074 (City of Pasadena), 075 (Pinney Point Village), 079 (Southside Place), 080 (Spring Valley), 081 (City of Stafford), 082 (Taylor Lake Village), 085 (City of West University Place), or 086 (City of Waller)

For eligible persons, record the jurisdiction codes on the Individual Eligibility Form as proof of service area verification in the Subrecipient Use Only section.

**Step 9.** Print HCAD property record page with client information as proof of service area verification; place a copy in client file and attach a copy with Individual Eligibility Form for monthly reporting.