

# 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. 1131530000024) 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** (Piney 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.