

Frequently Asked Questions Regarding County Appraisal District (CAD) Account Numbers

What is a CAD number?

The CAD number is the account number associated with a specific site or property. There are several different account types in the local County Appraisal District (CAD). The Department requires the account number associated with the “real” or “commercial” property to verify ownership. Business personal accounts are not acceptable and will result in form rejection and delays of project or status updates. Each property has an account number or property ID.

Why does TDLR need to know the property CAD number?

Per the Texas Administrative Code, Chapter 68.20(18), the owner of the building or facility is the person(s) or entity that holds title to the property. Therefore, TDLR requires the CAD number on the TDLR forms so we can verify ownership for department records. Owner contact information in TABS must accurately reflect the person or entity that currently holds title to the property.

How do I find my CAD number?

Simple search: Provide the physical address the property is located at. Sometimes several different variations of the same street name may be necessary (i.e. Interstate, HWY, HY, IH). Ensure that when there are cardinal directions (i.e. East, South) you are identifying the account for the right direction and in the correct city if the street reaches more than one city.

Map search: Some CAD database systems allow for an interactive map search. The map locations can be compared to project site plans or internet map searches. Once your project site is located you can click the location and account information will be provided.

Legal description search: A detailed search can be used if legal descriptions are provided on site plans. Be sure to verify that the lot and block numbers provided match those records on the plans.

Owner search: If the current owner contact information is known, many CAD database systems allow for the owner name to be used.

Other search resources: Call the local CAD customer service department or check the last appraisal statement. The CAD number is also the property ID number on the owner’s property tax record for the property.

The account number I need is not in the CAD database.

Ensure that you search using the correct CAD database. Many larger cities and suburbs are located in two or more counties. While the majority of a city may be located one county there may be a small portion in an adjacent county as well.

What if I have a special long-term ground lease that is not reflected in the local CAD database?

The CAD number must still be provided on any submitted project registration forms or the owner agent designation form. However, a copy of the special long-term ground lease should be uploaded by the project’s associated Registered Accessibility Specialist. The special long-term ground lease should reflect the new owner information and property address to prevent delays in project processing. A standard would tenant lease agreement would not be considered a long-term ground lease.

What if I recently purchased the property and the CAD records have not been updated yet?

The CAD number must still be provided on any submitted project registration forms or the owner agent designation form. However, a copy of the deed should be submitted to the project’s associated Registered Accessibility Specialist that reflects the new owner information and property address should be submitted with the forms to prevent delays in project processing.

What if my property owner is a shell entity that does not have any employees?

The person(s) or entity that hold title to the building or facility must be reflected in the project file in the TDLR Texas Architectural Barriers online System (TABS). If the property owner has a property management company or parent company that is in charge of daily activities, a TDLR Owner Agent Designation form must be provided. The form will reflect the owner information as shown in the local CAD account and the property management company or parent company must be provided as the agent information. For more information about the correct owner contact information or designated agent, please see the [EAB Owner Memo](#).

What if the owner in the CAD account does not match the owner information provided on the TDLR form?

If the owner information does not match the owner as registered in TABS or the agent on the owner's designated agent form, the form will be rejected. It is the responsibility of the submitter that information on the provided form is accurate per Texas Administrative Code Chapter 68.12(e). Should TDLR find the information to be false or misleading it will result in delayed updates resulting from form rejection. A building owner, per Texas Government Code Sec. 469.058, is responsible for any violation of the Elimination of Architectural Barriers program laws or rules and may be subject to administrative penalties for any violation.

What if the owner information on the form is correct but the owner information on record with TDLR is wrong?

The owner must provide written documentation to change the owner contact information in TABS. A TDLR Owner Agent Designation form is not considered written documentation to change the owner information. For more information about the correct owner contact information or designated agent, please see the [EAB Owner Memo](#).

For questions please contact Architectural Barriers via email at techinfo@tdlr.texas.gov or through Customer Service at 512-539-5669.