



*Bill Wiggins*

**Phelps County Assessor**

**Phelps County Courthouse**  
200 North Main Street, Suite 126  
Rolla, Missouri 65401  
Phone: (573) 458-6135  
Fax: (573) 458-6149  
Email: [bill.wiggins@phelpscounty.org](mailto:bill.wiggins@phelpscounty.org)

Monday, October 19, 2015

Wiggins, William E & Sarah M  
594 Sycamore Drive  
Rolla, Mo 65401

Parcel Number: 71-09-6.0-13-004-006-033.000  
Computer ID: 10257.20  
Property Address: 594 Sycamore Drive, Rolla  
Legal Description: Lot 109 Ponzer Fourth Addition S13-T37N-R8W

Greetings:

I have been requested to split off a new tax parcel from the above referenced tax parcel conforming to the boundary lines of the following legal description provided by <insert name of person making the request, i.e. loan officer, etc.>:

<Insert legal description via text or image.>

That being said, I am required by mapping and GIS standards to parcel real estate in common ownership together within the same section or map of land as a whole whenever possible. For my records, I wish to obtain your express direction to split the parcel off as described above.

I, as owner or one of a group of owners with authority to make decisions concerning the above named subject property, do hereby request and specifically direct the Phelps County Assessor to split the tax parcel as described above.

By: \_\_\_\_\_  
Property Owner

If you have any questions, please feel free to call me at (573) 458-6135 or email me at [bill.wiggins@phelpscounty.org](mailto:bill.wiggins@phelpscounty.org). Thank you for your patience concerning this matter.

Sincerely,

Bill Wiggins  
Phelps County Assessor