

APPOINTMENT OF AGENT

DATE RECEIVED

INSTRUCTIONS: YOU CAN USE THIS FORM:

To name a tax agent to represent you on property tax matters. To direct that tax notices be mailed to a person you name. Read the instructions carefully. This form will be in effect until you file another form with the appraisal district that revokes it or until you file a form that names a different agent.

In some cases, you may want to contact your appraisal district or other taxing units for free information and/or forms concerning your case before designating an agent.

Step 1: Owner's name and address

Owner's name

Current mailing address (number and street)

City, State, Zip

Telephone

Step 2: Describe the property

- All property listed for this owner at the above address.
 The following property (give account numbers or legal description)

Continue on attached pages if needed.

Step 3: Specify the agent's authority for property tax matters

(Skip to Step 6 if
you only want to
change tax notice
mailing)

- General power to represent me in property tax matters concerning this property
 Specified powers: the agent has only the powers checked below.
- File notices of protest and present before the appraisal review board
 - receive confidential information
 - negotiate and resolve disputed tax matters
 - other action (specify) _____

Step 4: Name the agent for property tax matters

Agent's name

Current mailing address (number and street)

City, State, Zip

Telephone

Step 5: Date the agent's authority ends

Date

If you do not fill in a date, the agent's authority will continue indefinitely. You must file a statement revoking this form or designate a new agent to end this agent's authority.

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Complete steps 6-9 if you want tax notices mailed to an agent.
Skip to step 10 if you don't want to change tax notice mailing.

<p>Step 6: Check if you want property tax notices delivered to an agent</p>	<p><input type="checkbox"/> I want my agent to receive all my property tax notices and other communications for this property, including appraisal notices, appraisal review board orders and hearing notices, tax bills, and collection notices.</p> <p><input type="checkbox"/> I want my agent to receive only the following:</p> <p><input type="checkbox"/> All communications from the chief appraiser.</p> <p><input type="checkbox"/> All orders, notices, and other communications from the ARB</p> <p><input type="checkbox"/> All tax bills and notices from all taxing entities served by the appraisal district.</p> <p>Note: These notices can affect your legal rights. The affected offices are not required by law to send you duplicate copies.</p>
<p>Step 7: Describe the property</p>	<p><input type="checkbox"/> The following property (give account number or legal description)</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>Continue on attached pages if needed.</p> <p><input type="checkbox"/> My agent will provide a list.</p> <p>Note: These notices can affect your legal rights. The affected offices are not required by law to send you duplicate copies.</p>
<p>Step 8: Name the person who will get the notices</p>	<p>Agent's name _____</p> <p>Current mailing address (number and street) _____</p> <p>City, State, Zip _____ Telephone _____</p>
<p>Step 9: Date the agent's authority ends</p>	<p>Date: _____</p> <p>If you do not fill in a date, tax notices will continue to be mailed to your agent indefinitely. You must file a statement revoking this form or designate a new agent to end the agent's authority.</p>
<p>10: Sign the form</p>	<p>Signature _____ Date the designation took effect _____</p> <p>Title and firm name if not the property owner _____</p> <p>This form must be signed by the property owner; a person the owner has specifically authorized to name tax agents; or by a corporate officer (if the owner is a corporation). A property manager or other agent should attach a copy of the document authorizing the person to designate agents.</p>