

# APPOINTMENT OF AGENT FOR PROPERTY TAXES

Date received (appraisal district use only)

Appraisal district name	Phone (Area code & number)
Address	

## 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.

<b>Step 1:</b>	Owner's name
<b>Owner's name and address</b>	Present mailing address (number and street)
	City, town or post office, state, ZIP Code
	Phone (area code and number)

<b>Step 2:</b>	<input type="checkbox"/> All property listed for this owner at the above address
<b>Describe the property</b>	<input type="checkbox"/> The following property (give account number or legal description)
	<hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>
	(continue on attached pages if needed)

<b>Step 3:</b>	<input type="checkbox"/> General power to represent me in property tax matters concerning this property
<b>Specify the agent's authority for property tax matters</b>	<input type="checkbox"/> Specified powers: the agent has only the powers checked below
<b>(skip to step 6 if you only want to change tax notice mailing)</b>	<input type="checkbox"/> file notices of protest and present protests before the appraisal review board
	<input type="checkbox"/> receive confidential information
	<input type="checkbox"/> negotiate and resolve disputed tax matters
	<input type="checkbox"/> other action (specify) _____
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<b>Step 4:</b>	Agent's name
<b>Name the agent for property tax matters</b>	Present mailing address (number and street)
	City, town or post office, state, ZIP Code
	Phone (area code and number)

<b>Step 5:</b>	Date
<b>Date the agent's authority ends</b>	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 the agent's authority.

**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.**

<b>Step 6:</b>  <b>Check if you want property tax notices delivered to an agent</b>	<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.  <input type="checkbox"/> I want my agent to receive <i>only</i> the following: <input type="checkbox"/> All communications from the chief appraiser. <input type="checkbox"/> All orders, notices and other communications from the ARB. <input type="checkbox"/> All tax bills and notices from all taxing entities served by the appraisal district.  <i>NOTE: These notices can affect your legal rights. The affected offices are not required by law to send you duplicate copies.</i>				
<b>Step 7:</b>  <b>Describe the property for which property tax notices will be delivered</b>	<input type="checkbox"/> The following property ( <i>give account number or legal description</i> )  _____ _____ _____ _____  <p align="center"><i>(continue on attached pages if needed)</i></p> <input type="checkbox"/> My agent will provide a list  <i>NOTE: The designation of an agent to receive communications only applies to properties you expressly identify and only affects notices generated after the date you file the list identifying the property with the appraisal district.</i>				
<b>Step 8:</b>  <b>Name the person who will get the notices</b>	Name of person or firm  Present mailing address ( <i>number and street</i> )  City, town or post office, state, ZIP Code <span style="float:right">Phone (<i>area code and number</i>)</span>				
<b>Step 9:</b>  <b>Date the change of delivery ends</b>	Date  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.				
<b>Step 10:</b>  <b>Sign the form</b>	<table style="width:100%; border: none;"> <tr> <td style="width:70%; border: none;"> <b>sign here</b>  _____  <small>Signature</small> </td> <td style="width:30%; border: none;">           _____  <small>Date the designation took effect</small> </td> </tr> <tr> <td colspan="2" style="border: none;">           _____  <small>Title and firm name if not the property owner</small> </td> </tr> </table> <p style="margin-top: 10px;">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>	<b>sign here</b> _____ <small>Signature</small>	_____ <small>Date the designation took effect</small>	_____ <small>Title and firm name if not the property owner</small>	
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