

APPOINTMENT OF AGENT FOR SINGLE-FAMILY RESIDENTIAL PROPERTY TAX MATTERS

Date received (appraisal district use only)

Appraisal district name

Phone (Area code & number)

Address

INSTRUCTIONS

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

You can use this form:

- To name a tax agent to represent you on property tax matters involving single-family residential property;
- To direct that tax notices involving single-family residential property 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.

**Step 1:
Owner's name
and address**

Owner's name			
Present mailing address (number and street)			
City, town or post office, state, ZIP Code		Phone (area code and number)	

**Step 2:
Describe
the property**

All property listed for this owner at the above address
 If not all property listed above, give account number or legal description of property:

(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 single-family residential property
 Specified powers: the agent has only the powers checked below:
 file applications for exemptions.
 file notices of protest and present protests 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			
Present mailing address (number and street)			
City, town or post office, state, ZIP Code		Phone (area code and number)	

**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 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.**

Step 6: Check if you want property tax notices delivered to an agent	<input type="checkbox"/> I want my agent to receive all my property tax notices and other communications for this single-family residential 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 appraisal review board. <input type="checkbox"/> All tax bills and notices from all taxing units 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>				
Step 7: Describe the property for which property tax notices will be delivered	<input type="checkbox"/> Give account number or legal description of the single-family residential property: _____ _____ _____ _____ <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 single-family residential properties you expressly identify and only affects notices generated after the date you file the list identifying the property with the appraisal district.</i>				
Step 8: Name the person who will get the notices	Name of person or firm _____ Present mailing address (<i>number and street</i>) _____ <table style="width:100%; border: none;"> <tr> <td style="width:70%; border: none;">City, town or post office, state, ZIP Code</td> <td style="width:30%; border: none;">Phone (<i>area code and number</i>)</td> </tr> </table>	City, town or post office, state, ZIP Code	Phone (<i>area code and number</i>)		
City, town or post office, state, ZIP Code	Phone (<i>area code and number</i>)				
Step 9: Date the change of delivery ends	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.				
Step 10: Sign the form	<table style="width:100%; border: none;"> <tr> <td style="width:70%; border: none;">sign here </td> <td style="width:30%; border: none;">Signature</td> </tr> <tr> <td style="border: none;"></td> <td style="border: none;">Date the designation took effect</td> </tr> </table> _____ Title and firm name if not the property owner _____ 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.	sign here	Signature		Date the designation took effect
sign here	Signature				
	Date the designation took effect				