

IMPORTANT INFORMATION TO KNOW ABOUT AoA'S

Make sure all sections of the AoA have been properly executed prior to submission. Faulty AoA's will not be processed.

→Use the tools at your disposal before submission to ensure accuracy of AoA information.

→Once processed, the account will populate on your dashboard.

- **Submit recently executed AoA's**, 2021 or late 2020 signature date → this ensures you are the current agent on file
- Do not hold AoA's for submission at a later date
- Submit all incoming AoA's as quickly as possible, AoA@tad.org
 - Previously authorized agent remains on account and active until AoA is received.
- **Do not resubmit any AoA previously submitted.**
 - Previously submitted AoA's are either:
 - In line to be processed
 - Have been reviewed and are unable to be processed/faulty
 - Have been superseded by a more recently executed AoA.

During peak season, AoA processing time can take 5 to 10 business days.

If you are not shown as the active agent after 10 business days, please review your AoA and make sure it meets the criteria below.

To expedite processing, use this guide to verify AOA's before submission.


- **Step 1: Owners name and address must match TAD records exactly.**
Verify information on TAD website before submitting AoA
 - If TAD **BPP** records are incorrect, send update request to: webmasterbpp@tad.org
 - If TAD **Real** or **Commercial** property records are incorrect, send update request to: webmastersup@tad.org
- **Step 2: Provide account number and location addresses.**
 - If providing a list, it should contain account numbers and addresses of all accounts to be processed.
- **Step 3: Provide consistent agency information and include TAD issued agency number.**
 - List the agency as we have it listed on file, including assigned agent number. Many agencies have numerous agent numbers. It is imperative you provide the accurate information in this section, for the account to be coded correctly.
- **Step 4: Make sure all appropriate boxes are marked.**
 - The authority box regarding confidential information must have one of the two boxes marked in order to process
- **Step 5: If an Agent's Authority End date is provided, it must be a valid date (mm/dd/yyyy).**
 - If left blank, the authority end date is indefinite.
- **Step 6: ALL blanks must be filled in and the appropriate check box marked.**

SUBMISSION OF AoA'S & REVOCATIONS

- AoA's & Revocations can be submitted via mail, hand delivered or emailed to: AoA@tad.org
 - **Emailing** is the fastest way to submit AoA's or Revocations
 - If emailing AoA's or Revocations keep the following in mind to ensure proper processing of your AoA's
 - Document must be clear and legible.
 - Submit as a .pdf attachment to email.
 - One (1) AoA per .pdf.
 - Use account number as name of the pdf.
 - Subject line of email should only list account number(s).
 - Attach multiple .pdfs to one email.
 - Approximately 10 .pdfs if only 2 pages per .pdf.
 - If submitting **multiple accounts on one AoA**

- Owners name and address in TAD records must be the same on all accounts listed.
- Different names and addresses will need separate AoA's.
 - **HELPFUL TOOL:** If property owner has more than one account, a list of common results can be obtained from the TAD.org website. List current mailing address of property owner in search box, all accounts associated to that mailing address will show up.

To obtain file of results, follow below:

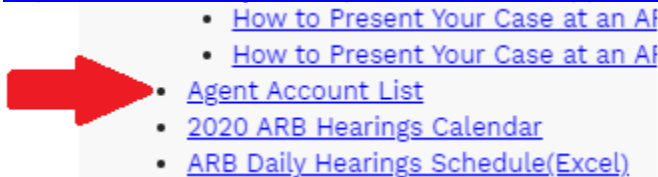
1. Select  (Above results)
2. Select Excel File
3. The file will take a moment to download
4. Once opened, the file can be filtered for the necessary information and accounts associated to the property owner

- Revocations

- Can be done individually via the 50-813 Revocation of Appointment of Agent for Property Tax Matters
- Can be done by submitting a list of accounts, in account number order.
List must contain:
 - Revocation statement
 - Clearly identify the agent/agency and TAD issued agent number requesting the revocation

Authorization of account(s) can be found in several places on the website.

- On your agent dashboard
- On the Agent Account List
 - <https://www.tad.org/about/partners/tarrant-appraisal-review-board/>



- Basic and Advanced searches on TAD.org

