

Appointment of Agent for Single-Family Residential Property Tax Matters

Date received (appraisal district use only)

Appraisal district name

Appraisal district phone (area code and 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):
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STEP 3: Specify the agent's authority for property tax matters (skip to step 6 if you want to change tax notice mailing)

- ☐ General power to represent me in property tax matters concerning the 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).

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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

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.

Date _____

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

☐ 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.

☐ I want my agent to receive only the following:

☐ All communications from the chief appraiser.

☐ All orders, notices and other communications from the appraisal review board.

☐ All tax bills and notices from all taxing units served by the appraisal district.

NOTE: These notices can affect your legal rights. The affected offices are not required by law to send you duplicate copies.

STEP 7: Describe the property for which property tax notices will be delivered

☐ Give account number or legal description of the single-family residential property (*continue on attached pages if needed*):

☐ My agent will provide a list

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.

STEP 8: Name the person who will get the notices

Name of person or firm _____

Present mailing address (*number and street*) _____

City, town or post office, state, ZIP code _____

Phone (*area code and number*) _____**STEP 9: Date the change of delivery ends**

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.

Date _____

STEP 10: Sign the form

**sign
here** ➡

Owner, property manager, or person authorized to act on behalf of the owner. _____

Date the designation took effect _____

This form must be signed by the property owner; a property manager authorized to designate agents for the owner; or another person authorized to act on behalf of the owner other than the person being designated as agent on this form. A property manager or other person should attach a copy of the document authorizing the person to designate agents or act on behalf of the owner.

If you make a false statement on this form, you could be found guilty of a Class A misdemeanor or a state jail felony under Texas Penal Code Section 37.10.