

# 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):

## 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). \_\_\_\_\_

## 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.**