

# Appointment of Agent(s) for Binding Arbitration

**GENERAL INFORMATION:** This form is for a property owner to designate and authorize an agent and an optional alternate agent to represent the owner in binding arbitration proceedings regarding the owner's property. Individuals who may represent a property owner in an arbitration proceeding are limited to Texas licensed attorneys, real estate brokers or sales agents, real estate appraisers, property tax consultants or certified public accountants. This form must be submitted for each request for arbitration for which an agent is representing the owner. No more than one agent appointment form is permitted per arbitration and submission of a subsequent form revokes any prior appointment.

**FILING INSTRUCTIONS:** This form must be filed with Comptroller Form AP-219, *Request for Binding Arbitration*, at the appraisal district office in the county in which the property is located.

**EXPIRATION:** An agent appointment remains **in effect for three years** from the date the form was signed, unless and until the appointment is revoked in writing earlier. An agent appointment can only be revoked by delivery of written notice to the agent and alternate agent (if any) at their last known addresses as provided in this form.

**NOTICE TO AGENTS:** The contents of this form shall not be changed or otherwise altered in any way after the owner or authorized individual signs it. In submitting this form and/or undertaking representation of the property owner in any binding arbitration pursuant to this appointment, the agent certifies that he or she is acting as a fiduciary and agrees to undertake those duties as authorized, and that **before the request for binding arbitration was filed:**

- a copy of the specific appraisal review board (ARB) order being appealed to which this appointment applies was provided to the property owner; and
- the property owner knowingly authorized the agent's filing of the request for binding arbitration and/or representation of the property owner in arbitration for that specific ARB order.

Consult Tax Code Chapter 41A and Comptroller Rules 9.804 and 9.4251 – 9.4266 for additional information regarding binding arbitration for property tax matters in Texas.

## SECTION 1: Property Owner Information

Provide the following information regarding the property owner.

Property Owner Name

Mailing Address, City, State, ZIP Code

Primary Phone Number (*area code and number*)

Email Address\*\*

## SECTION 2: Individual Authorized to Complete this Form (if applicable)

Provide the following information for the individual with the legal authority to execute this form on behalf of the property owner.

Basis of Authority:  Power of Attorney  Employee of Business  Other: \_\_\_\_\_

Name of Authorized Individual

Primary Phone Number (*area code and number*)

Email Address\*\*

Mailing Address, City, State, Zip Code

## SECTION 3: Property Subject to Arbitration

Provide the descriptive information requested below for the property that is the subject of this authorization.

Physical Address (*i.e. street address, not P.O. Box*), City, State, Zip Code

Legal Description (*if known*)

Appraisal District Account Number (*if known*)

Contiguous Tracts of Land\* (*if applicable*):

\* Two or more tracts of land qualify as contiguous if: (1) each tract of land physically touches another tract of land being appealed; (2) no intervening area, whether natural or manmade, that is owned by another person, entity, or governmental unit, separates the tracts; (3) the property type of each tract being appealed is identified on the request for binding arbitration as land or agricultural or any other category of real property that is not an improvement; and (4) all of the tracts of land being appealed are of the same property type, i.e., all are designated land or all are designated agricultural or all are designated another category of real property that is not an improvement.

**SECTION 4: Individual Designated as Owner's Agent in Binding Arbitration**

Provide the following information for the individual designated to represent the property owner in this binding arbitration appeal.

 Attorney   
 Real estate broker or sales agent   
 Real estate appraiser   
 Property tax consultant   
 Certified Public Accountant

Name of Agent \_\_\_\_\_

License, Certification or Registration Number \_\_\_\_\_

Mailing Address, City, State, ZIP Code \_\_\_\_\_

Phone Number (area code and number) \_\_\_\_\_

Email Address\*\* \_\_\_\_\_

**SECTION 5: Individual Designated as Owner's Alternate Agent in Binding Arbitration (optional designation)**Does the property owner wish to designate an alternate agent in the event the individual identified above is not available? . . . . .  Yes  No

If yes, provide the following information for the individual designated as an alternate agent.

 Attorney   
 Real estate broker or sales agent   
 Real estate appraiser   
 Property tax consultant   
 Certified Public Accountant

Name of Alternate Agent \_\_\_\_\_

License, Certification or Registration Number \_\_\_\_\_

Mailing Address, City, State, ZIP Code \_\_\_\_\_

Phone Number (area code and number) \_\_\_\_\_

Email Address\*\* \_\_\_\_\_

**SECTION 6: Arbitration Deposit Information**

The individual property owner or agent (filer) who files the request for binding arbitration also pays the arbitration deposit. The filer will be provided any refund of the deposit and all communications from the Comptroller's Office. If the agent is the filer, the property owner hereby authorizes the agent to receive any deposit refund. One of the following identification numbers must be provided for the filer.

 Social Security Number (SSN)\*\*\* \_\_\_\_\_   
 Comptroller-Issued Texas Identification Number \_\_\_\_\_  
 Federal Employer Identification Number \_\_\_\_\_   
 Individual Taxpayer Identification Number \_\_\_\_\_  
(issued by the Internal Revenue Service to individuals not eligible to obtain an SSN)
**SECTION 7: Property owner's Authorization for Agent(s) Representation****Only the property owner identified in section 1 or the authorized individual identified in section 2 is permitted to complete and sign this section.**

Strike through any task(s) listed as items 1-6 below that the agent is not authorized to take.

I, \_\_\_\_\_, the property owner or individual legally authorized to execute this form, hereby designate the individual identified in section 4 as the property owner's agent in binding arbitration for the property identified in section 3.

 I have not designated anyone in section 5 as an alternate agent; or I hereby designate the individual identified in section 5, as the property owner's alternate agent in binding arbitration for the property identified in section 3 if the agent identified in section 4 is not available.

I authorize the agent(s) identified to act as the property owner's fiduciary in undertaking the following duties, on the property owner's behalf, in binding arbitration:

- 1) Sign and file the *Request for Binding Arbitration*, Form AP-219, to start the binding arbitration;
- 2) Receive and send communications regarding the arbitration;
- 3) Negotiate with the appraisal district to try to settle the case before the arbitration hearing;
- 4) Execute a settlement agreement with the appraisal district to resolve the protest without an arbitration hearing;
- 5) Withdraw a request for binding arbitration; and
- 6) Appear and represent the property owner at the binding arbitration hearing.

**sign  
here** 

Signature of Property Owner or Authorized Individual \_\_\_\_\_

Date \_\_\_\_\_

\*\* An email address of a member of the public could be confidential under Government Code Section 552.137; however, by including the email address on this form, you are affirmatively consenting to its release under the Public Information Act.

\*\*\* If the property owner is a company or other legal entity (not an individual), the Federal Tax I.D. Number or Tax Identification Number is to be provided. Disclosure of the filer's Social Security Number is not required to process a deposit refund so long as one of the other identification numbers is provided. The filer may apply to the Comptroller's office for a Texas Identification Number (TIN) to be assigned in place of any other identification number that is acceptable for payment processing. If the filer is an agent and wishes to submit a FEIN, only FEINs for sole proprietorships will be accepted.