

APPOINTMENT OF AGENT

Hays Central Appraisal District
21001 North IH 35, Kyle, TX 78640
(512)-268-2522 ph.

DATE RECEIVED

INSTRUCTIONS: YOU CAN USE THIS FORM TO:

To name a tax agent to represent you on property tax matters. To direct that tax notices 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.

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

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| Step 1: Owner's name and address | Owner's name | |
| | Current mailing address (number and street) | |
| | City, State, Zip | Telephone |
| Step 2: Describe the property | <input type="checkbox"/> All property listed for this owner at the above address. | |
| | <input type="checkbox"/> The following property (give account numbers or legal description) | |
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| Continue on attached pages if needed. | | |
| Step 3: Specify the agent's authority for property tax matters <small>(Skip to Step 6 if you only want to change tax notice mailing)</small> | <input checked="" type="checkbox"/> General power to represent me in property tax matters concerning this property | |
| | <input type="checkbox"/> Specified powers: the agent has only the powers checked below. <input type="checkbox"/> File notices of protest and present before the appraisal review board <input type="checkbox"/> receive confidential information <input type="checkbox"/> negotiate and resolve disputed tax matters <input type="checkbox"/> other action (specify) _____ _____ | |
| Step 4: Name the agent for property tax matters | Agent's name Discount Property Taxes, LLC | |
| | Current mailing address (number and street) 604 Gaylor St. Ste. A | |
| | City, State, Zip Austin, TX 78752 | Telephone (512)-268-2522 |
| Step 5: Date the agent's authority ends | Date Please leave blank | |
| | 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 this agent's authority. | |

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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.

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|---|---|--|--------------------------------------|----------------------------------|
| 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 property, including appraisal notices, appraisal review board orders and hearing notices, tax bills, and collection notices. <input checked="" type="checkbox"/> I want my agent to receive only the following: <ul style="list-style-type: none"> <input checked="" type="checkbox"/> All communications from the chief appraiser. <input checked="" type="checkbox"/> All orders, notices, and other communications from the ARB <input type="checkbox"/> All tax bills and notices from all taxing entities served by the appraisal district. <p>Note: These notices can affect your legal rights. The affected offices are not required by law to send you duplicate copies.</p> | | | |
| Step 7: Describe the property | <input type="checkbox"/> The following property (give account number or legal description) Continue on attached pages if needed. <input checked="" type="checkbox"/> My agent will provide a list. <p>Note: These notices can affect your legal rights. The affected offices are not required by law to send you duplicate copies</p> | | | |
| Step 8: Name the person who will get the notices | Agent's name Discount Property Taxes, LLC Current mailing address (number and street) 604 Gaylor St. Ste. A <table border="1" data-bbox="331 1224 1521 1297"> <tr> <td data-bbox="331 1224 980 1297">City, State, Zip Austin, TX 78752</td> <td data-bbox="980 1224 1521 1297">Telephone (512)-268-2522</td> </tr> </table> | | City, State, Zip Austin, TX 78752 | Telephone (512)-268-2522 |
| City, State, Zip Austin, TX 78752 | Telephone (512)-268-2522 | | | |
| Step 9: Date the agent's authority ends | Date: Please leave blank 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 border="1" data-bbox="331 1465 1521 1602"> <tr> <td data-bbox="331 1465 980 1602">Signature</td> <td data-bbox="980 1465 1521 1602">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. | | Signature | Date the designation took effect |
| Signature | Date the designation took effect | | | |