

# APPOINTMENT OF AGENT FOR SINGLE-FAMILY RESIDENTIAL

### 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.

<b>STEP 1:</b>	Owner's name		
<b>Owner's name and address</b>	Current mailing address (number and street)		
	City, state, and zip code		Telephone
<b>STEP 2:</b>	<input type="checkbox"/> All property listed for this owner at the above address <input type="checkbox"/> The following property (give account number or legal description)		
<b>Describe the property</b>			
	continue on attached pages if needed.		
<b>STEP 3:</b>	<input type="checkbox"/> General power to represent me in tax matters concerning this property <input type="checkbox"/> Specified powers: the agent has only the powers checked below:		
<b>Specify the agent's authority for property value matters</b>	<input type="checkbox"/> file applications for exemptions		
	<input type="checkbox"/> file notices of protest and present protests 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) _____		
<b>STEP 4:</b>	Agent's name		
<b>Name the agent for property value matters</b>	Current mailing address (number and street)		
	City, state, and zip code		Telephone
<b>STEP 5:</b>	Date		
<b>Date the agent's authority ends</b>	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.		

CONTINUE ON BACK

**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.**

<p><b>STEP 6:</b></p> <p><b>Check if you want property tax notices delivered to an agent</b></p>	<p><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.</p> <p><input type="checkbox"/> I want my agent to receive <i>only</i> the following:</p> <p><input type="checkbox"/> All communications from the chief appraiser.</p> <p><input type="checkbox"/> All orders, notices, and other communications from the ARB.</p> <p><input type="checkbox"/> All tax bills and notices from all taxing entities served by the appraisal district.</p> <p>NOTE: These notices can affect your legal rights. The affected offices are not required by law to send you duplicate copies.</p>		
<p><b>STEP 7:</b></p> <p><b>Describe the property for which property tax notices will be delivered</b></p>	<p><input type="checkbox"/> The following property (give account number or legal description)</p> <hr/> <p>continue on attached pages if needed</p> <p><input type="checkbox"/> My agent will provide a list</p> <p>NOTE: The designation of an agent to receive communications only applies to properties you expressly identify and only affects notices generated after the date you file the list identifying the property with the appraisal district.</p>		
<p><b>STEP 8:</b></p> <p><b>Name the person who will get the notices</b></p>	<p>Name of the person or firm</p> <hr/> <p>Current mailing address (number and street)</p> <hr/> <table border="1" style="width:100%"> <tr> <td style="width:60%">City, state, and zip code</td> <td style="width:40%">Telephone</td> </tr> </table>	City, state, and zip code	Telephone
City, state, and zip code	Telephone		
<p><b>STEP 9:</b></p> <p><b>Date the change of delivery ends</b></p>	<p>Date</p> <hr/> <p>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.</p>		
<p><b>STEP 10:</b></p> <p><b>Sign the form</b></p>	<table border="1" style="width:100%"> <tr> <td style="width:60%">Signature</td> <td style="width:40%">Date the designation took effect</td> </tr> </table> <hr/> <p>Title and firm name if not the property owner</p> <hr/> <p>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.</p>	Signature	Date the designation took effect
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