



APPOINTMENT OF AGENT FOR SINGLE-FAMILY RESIDENTIAL PROPERTY TAX MATTERS

Date received (*appraisal district use only*)

Appraisal district name	
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Address	
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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 cases before designating an agent.**

You can use the 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 to 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 (<i>number and street</i>)		
	City, town or post office, state ZIP Code		Phone (<i>area code and number</i>)

Step 2: Describe the property	<input checked="" type="checkbox"/> All property listed for this owner at the above address.		
	<input type="checkbox"/> If not all property listed above, give account number or legal description of property: ____		
	<i>(Continue on attached pages if needed)</i>		

Step 3: Specify the agent's authority for property tax matters. <i>(skip to step 6 if you only want to change tax notice mailing)</i>	<input checked="" type="checkbox"/> General Power to represent me in property tax matters concerning this single-family residential property		
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	<input checked="" type="checkbox"/> file applications for exemptions.		
	<input checked="" type="checkbox"/> file notices of protest and present protests before the appraisal review board		
	<input checked="" type="checkbox"/> receive confidential information		
	<input checked="" type="checkbox"/> negotiate and resolve disputed tax matters		
other action (<i>specify</i>) _____			

Step 4: Name the agent for property tax matters	Agent's name BOB GREENE		LIC # 10657
	Present mailing address (<i>number and street</i>) 6305 KINGSWOOD DR.		Phone (<i>area code and number</i>) 817-675-4717
	City, town or post office, state, ZIP Code FORT WORTH, TX 76133		

Step 5: Date the agent's authority ends	Date		
	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.		

**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	<input type="checkbox"/> I want my agent to receive all my property tax notices and other communication for this single-family residential 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: <input checked="" type="checkbox"/> All communication from the chief appraiser. <input checked="" type="checkbox"/> All orders, notices and other communication from the appraisal review board. <input type="checkbox"/> 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	<input checked="" type="checkbox"/> Give account number or legal description of the single-family residential property <hr/> <hr/> <hr/> <p align="center"><i>(continue on attached pages if needed)</i></p> <input type="checkbox"/> 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	<table style="width:100%; border-collapse: collapse;"> <tr> <td colspan="2" style="border-bottom: 1px solid black;">Name BOB GREENE</td> </tr> <tr> <td style="width:65%; border-bottom: 1px solid black;">Present mailing address <i>(number and street)</i> 6305 KINGSWOOD DR.</td> <td style="width:35%; border-bottom: 1px solid black;">Phone <i>(area code and number)</i> 817-675-4717</td> </tr> <tr> <td colspan="2" style="border-bottom: 1px solid black;">City, town or post office, state, ZIP code FORT WORTH, TX 76133</td> </tr> </table>	Name BOB GREENE		Present mailing address <i>(number and street)</i> 6305 KINGSWOOD DR.	Phone <i>(area code and number)</i> 817-675-4717	City, town or post office, state, ZIP code FORT WORTH, TX 76133	
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City, town or post office, state, ZIP code FORT WORTH, TX 76133							
Step 9: Date the change of delivery ends	<table style="width:100%; border-collapse: collapse;"> <tr> <td style="border-bottom: 1px solid black; height: 30px;">Date</td> </tr> <tr> <td style="padding: 5px;">If you do not fill in a date, tax notices will continue to be mailed to your agent indefinitely. You must file a statement evoking this form or designate a new agent to end the agent's authority.</td> </tr> </table>	Date	If you do not fill in a date, tax notices will continue to be mailed to your agent indefinitely. You must file a statement evoking this form or designate a new agent to end the agent's authority.				
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Step 10: Sign the form	<table style="width:100%; border-collapse: collapse;"> <tr> <td style="width:65%; border-bottom: 1px solid black; vertical-align: top;"> Sign Here Signature </td> <td style="width:35%; border-bottom: 1px solid black; vertical-align: top;">Date the designation took effect</td> </tr> <tr> <td colspan="2" style="border-bottom: 1px solid black; padding: 5px;">Time and firm name if not the property owner</td> </tr> <tr> <td colspan="2" style="padding: 5px;">This form must be signed by the property owner; a person the owner has specifically authorized to name tax agents; or by a Corporation 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 agent.</td> </tr> </table>	Sign Here Signature	Date the designation took effect	Time 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 Corporation 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 agent.	
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