

# North Texas Property Tax Services

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## **PROPERTY REPRESENTATION AGREEMENT**

**Scope** – North Texas Property Tax Services (NTPTS) agrees to represent client and client's designated properties for property tax appraisal reduction purposes, which includes representation in the appraisal appeal process but does NOT include Binding Arbitration support, or an appeal to the District Court, or any activity determined to be the practice of law.

NTPTS reserves the right and is expressly authorized to withdraw a protest at any time should NTPTS deem the withdrawal would be in the client's best interest or if NTPTS deems that the evidence does not indicate a reduction in taxable value is achievable. NTPTS cannot guarantee that a reduction will be achieved as a result of the protest process.

**Fee** – NTPTS shall be paid a one-time fee of 40% of the actual tax savings resulting from the efforts of NTPTS. The fee is based on the difference between the Original Value minus Exemptions and the Reduced Value minus Exemptions, using Capped Values if lower, and the most currently available tax rates at time of invoicing.

**Client Responsibilities** – Contact us if you do not receive a signed-as-accepted copy of this Agreement within two weeks (or before the May 31<sup>st</sup> deadline).

Ensure that we receive a valid signed Appointment of Agent (AOA) form for the current tax year. We will confirm to you our receipt of the AOA and the Agreement.

In the event NTPTS achieves a reduction on a property that is sold during the tax year, the client will be responsible for notifying NTPTS of the sale and paying any fees earned for the total tax year.

The client will remit any fees due to NTPTS within 30 days of the invoice date. Invoices will be sent upon receipt of documentation of Final Value. All payments are payable to North Texas Property Tax Services, 17000 Preston Road, Suite 325, Dallas, Texas 75248.

Client specifically grants NTPTS the authority to execute any Appointments of Agent (AOA's) as necessary to name a tax agent(s) for client's properties, including the assignment of NTPTS, or the assignment or referral to other licensed property tax consultants as appropriate in the opinion of NTPTS.

**Effective Date** – This Agreement is effective only after (1) NTPTS returns a signed-and-accepted copy of this Agreement to the Client and (2) NTPTS receives a valid Authorization of Agent (AOA) form signed by client.

**Termination** – NTPTS will continue to represent client's property each year until written notification by either party cancels this Agreement; notice must be received prior to May 31<sup>st</sup> of the current tax year. This Agreement also terminates if NTPTS does not have a valid Appointment of Agent form.

### **CLIENT**

### **North Texas Property Tax Services**

Name: \_\_\_\_\_

Address or Parcel Number: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Phone-Work: \_\_\_\_\_

Phone-Home: \_\_\_\_\_

Phone-Mobile: \_\_\_\_\_

Fax: \_\_\_\_\_

Email: \_\_\_\_\_

Accepted By: \_\_\_\_\_

Date Accepted: \_\_\_\_\_

This Agreement is effective only if NTPTS has signed above as Accepted, and if NTPTS has a valid signed Appointment of Agent (AOA) form.

Regulated by Texas Department of Licensing and Regulation, POB 12157, Austin, Texas 78711  
1-800-803-9202, 512-463-6599, website: [www.license.state.tx.us/complaints](http://www.license.state.tx.us/complaints).

PROPERTY TAX VALUATION AND CONSULTING SERVICES

ASSISTING TAXPAYERS WITH THEIR RIGHT TO APPEAL APPRAISED VALUES, UNEQUAL APPRAISALS, AND EXEMPTIONS