

APPOINTMENT OF AGENT North Texas Property Tax Services

Instructions: You can use this form to: (1) name a tax agent to represent you on property tax matters, or (2) direct 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.

Step 1: Owner's name and address

Name: _____

Address: _____

Step 2: Describe the property

- All property listed for this owner at the above address, and
- The following CAD account numbers (or property addresses), and the Property listed on Exhibit A (if attached).

Address or Parcel Number: _____

Step 3: Specify agent's authority

- General power to represent me in property tax matters
- Specified powers: the agent has only the powers checked
 - File notices of protest, present before appraisal review board
 - Receive confidential information
 - Negotiate and resolve disputed tax
 - Other action (specify)

Step 7: Describe the property for which property tax notices will be delivered

See Step 2

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.

Step 4: Name agent for property tax matters

North Texas Property Tax Services
17000 Preston Road, Suite 325, Dallas, TX 75248
214-954-4103

Step 5: Date the agent's authority ends

Date: Continuous until notified

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.

Step 8: Name person who will receive notices

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17000 Preston Road, Suite 325, Dallas, TX 75248
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Step 6: Check if you want property tax notices delivered to an agent

- 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.
- I want my agent to receive only the following:
 - All communications from the chief appraiser
 - All orders, notices, and other communications from the ARB
 - All tax bills and notices from all taxing entities served by the appraisal district

These notices can affect your legal rights. The affected offices are not required by law to send you duplicate copies.

Step 9: Date the change of delivery ends

Date: Continuous until notified

If you prefer a year-to-year arrangement enter 12/31/year instead of "continuous" above.

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 this agent's authority.

Step 10: Sign the form

Signature: _____

Date the designation took effect: _____

Title and firm name if not the property owner

This form must be signed by property owner; a person the owner has specifically authorized to name tax agents; or by a corporate officer (if the owner is a corporation). Property manager or other agent should attach a copy of the document authorizing the person to designate agents.