

# North Texas Property Tax Services

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## Agreement for Property Representation

**Scope** – This Agreement is between North Texas Property Tax Services (“NTPTS”) and undersigned owner or authorized agent referred to in the agreement as “Client” or “Owner”. Client warrants they are authorized to make this Agreement for properties specified on the Appointment of Agent (“AOA”) forms. This Agreement includes filing protests relating to the notice value set by the Appraisal District, conducting informal negotiations, representing Client at the Appraisal Review Board (“ARB”), filing for exemptions of any kind, and correction of errors, but does not include Binding Arbitration or Litigation involving values set by the ARB, nor any activity determined to be the practice of law.

Client authorizes NTPTS to file, on Client’s behalf, litigation solely to address errors in the opinion of NTPTS in the processes or procedures employed by the Appraisal District or the Appraisal Review Board. Client authorizes NTPTS to change a previously scheduled hearing date for any reason deemed necessary in the opinion of NTPTS.

NTPTS is expressly authorized to withdraw a protest at any time if (1) NTPTS deems that the evidence does not indicate a reduction is achievable, or (2) for any other reason as determined by NTPTS. NTPTS may withdraw from this agreement without notice if Client does not provide NTPTS with requested documentation or information in a timely manner.

**Fee** – The fee due NTPTS is of 40 % of the actual tax savings, calculated as the difference between the Original Value minus Exemptions and the Reduced Value minus Exemptions, multiplied by the applicable tax rates, and incorporating Capped Values and Frozen Tax Ceilings. This is a one-time fee for any tax year in which a reduction is achieved. Invoices will be calculated using the most current tax rates available. Fees are due payable to NTPTS within 30 days of the invoice date.

**Appointment of Qualified Property Tax Agent** –NTPTS may execute Appointments of Agent (AOA’s) to designate a qualified property tax agent(s) for Client’s properties as appropriate in the opinion of NTPTS.

**Client Responsibilities** – (1) Contact NTPTS if Client does not receive an executed, countersigned copy of this Agreement within two weeks (or before the filing deadline if earlier) (2) Ensure NTPTS receives a signed valid Appointment of Agent (AOA) form covering any and all properties represented by NTPTS in a timely manner (3) Client must notify NTPTS if Client has filed a protest for any property NTPTS is to represent for any given tax year and Client understands NTPTS may not be able to represent any property for which an owner has already filed a protest on. Client agrees to withdraw Client or Owner protest filed on any property NTPTS represents in any tax year if Client is legally able to do so.

**Sale of Property** – In the event NTPTS achieves a reduction in value 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.

**Effective Date** – This Agreement is effective only if NTPTS has signed below as Accepted and when NTPTS has received a valid signed Appointment of Agent form from Client covering all properties represented.

**Termination** –NTPTS will continue to represent Client’s properties each year unless written notification of cancellation notice is received prior to May 1st of any given tax year. Revocation of this agreement made by Client must be in writing and sent via email or United States Postal Service.

### CLIENT

### North Texas Property Tax Services

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

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

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

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

Work  Home Phone: \_\_\_\_\_

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

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

Client ID: \_\_\_\_\_

NTPTS will return executed copy of PRA to client.

**NOTE - this Agreement is not fully effective until NTPTS is in receipt of signed AOA from Client.**