



Dallas Central Appraisal District  
2949 N. Stemmons Freeway, Dallas

Direct Mailing Address:

PO Box 560448 \* Dallas, Texas 75356-0448

DCAD USE ONLY

Agent # \_\_\_\_\_

Date \_\_\_\_\_ Clerk \_\_\_\_\_

**APPOINTMENT OF AGENT**

You can use this form to:

1. name a tax agent to represent you on property tax matters;
2. direct that tax notices be mailed to a person you name.

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.

This form should be submitted at least one business day prior to an informal or formal hearing.

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.

<b>Step 1:</b>  <b>Owner's name and address</b>	Property Owner's Name		
	Mailing Address		
	City, State, Zip code		Daytime Phone (area code and number)
<b>Step 2:</b>  <b>Describe the property</b>	<input type="checkbox"/> All property listed for this owner at the above address <input type="checkbox"/> If not all property listed above, state account number or legal description of property:  <hr/> <hr/> <hr/> <p style="text-align: center;">(attach additional sheets, if necessary)</p>		
<b>Step 3:</b>  <b>Specify the agent's authority for property tax matters</b> <small>(skip to Step 6, if you only want to change tax notice mailing)</small>	<input type="checkbox"/> General power to represent me in property tax matters concerning this property <input type="checkbox"/> Specified powers: The agent has only the powers checked below:  <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) _____ <hr/> <hr/>		
<b>Step 4:</b>  <b>Name the agent for property tax matters</b>	Agent's Name	Agent Code	Texas Agent License No.
	Mailing Address		
	City, State, Zip code		Phone (area code and number)
<b>Step 5:</b>  <b>Date the agent's authority ends</b>	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.			

(over)

Complete Steps 6-9 if you want tax notices mailed to an agent.

Skip to Step 10 if you do not want to change tax notice mailing.

<p><b>Step 6:</b> Check if you want property tax notices delivered to an agent</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 <u>only</u> the following:</p> <p><input type="checkbox"/> all communications from the Chief Appraiser</p> <p><input type="checkbox"/> all orders, notices and other communication from the Appraisal Review Board</p> <p><input type="checkbox"/> all tax bills and notices from all taxing units 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> Describe the property for which property tax notices will be delivered</p>	<p>The designation of an agent to receive communications only applies to properties you expressly identify and <u>only</u> affects notices generated after the date you file the list identifying the property with the Appraisal District.</p> <p><input type="checkbox"/> State account number or legal description of the property:</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>(attach additional sheets, if necessary)</p> <p><input type="checkbox"/> My agent will provide a list.</p>								
<p><b>Step 8:</b> Name the person who will get the notices</p>	<table border="1"> <tr> <td data-bbox="298 1031 1075 1108">Name of Person or Firm</td> <td data-bbox="1075 1031 1554 1108">Texas Agent License No.</td> </tr> <tr> <td colspan="2" data-bbox="298 1108 1554 1178">Mailing Address</td> </tr> <tr> <td data-bbox="298 1178 1075 1251">City, State, Zip code</td> <td data-bbox="1075 1178 1554 1251">Phone (area code and number)</td> </tr> </table>	Name of Person or Firm	Texas Agent License No.	Mailing Address		City, State, Zip code	Phone (area code and number)		
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Mailing Address									
City, State, Zip code	Phone (area code and number)								
<p><b>Step 9:</b> Date the change of delivery ends</p>	<p>Date</p> <p>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.</p>								
<p><b>Step 10:</b> Sign the form</p>	<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 tax agents.</p> <table border="1"> <tr> <td data-bbox="298 1530 1075 1600">Signature</td> <td data-bbox="1075 1530 1554 1600">Date the designation took effect</td> </tr> <tr> <td colspan="2" data-bbox="298 1600 1554 1677">Printed Name</td> </tr> <tr> <td colspan="2" data-bbox="298 1677 1554 1745"> <input type="checkbox"/> Current Owner                      <input type="checkbox"/> Previous Owner                      <input type="checkbox"/> Lessee         </td> </tr> <tr> <td colspan="2" data-bbox="298 1745 1554 1820">Title and firm name, if not the property owner</td> </tr> </table>	Signature	Date the designation took effect	Printed Name		<input type="checkbox"/> Current Owner <input type="checkbox"/> Previous Owner <input type="checkbox"/> Lessee		Title and firm name, if not the property owner	
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<p>* LICENSING NOTICE</p>	<p><b>All tax agents representing property before the Dallas Central Appraisal District must be currently registered with the Texas Department of Licensing and Regulations.</b></p>								