



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 FOR SINGLE-FAMILY RESIDENTIAL PROPERTY TAX MATTERS

You can use this form to:

1. name a tax agent to represent you on property tax matters involving single-family residential property;
2. direct that tax notices involving single-family residential property 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.

Step 1: Owner's name and address	Property Owner's Name		
	Mailing Address		
	City, State, Zip code		Daytime Phone (area code and number)
Step 2: Describe the property	<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>		
Step 3: Specify the agent's authority for property tax matters <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 single-family residential 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/>		
Step 4: Name the agent for property tax matters	Agent's Name	Agent Code	Texas Agent License No.
	Mailing Address		
	City, State, Zip code		Phone (area code and number)
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 do not want to change tax notice mailing.

<p>Step 6:</p> <p>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 single-family residential 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>Step 7:</p> <p>Describe the property for which property tax notices will be delivered</p>	<p>The designation of an agent to receive communications <u>only</u> 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.</p> <p><input type="checkbox"/> State account number or legal description of the single-family residential 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>Step 8:</p> <p>Name the person who will get the notices</p>	<table border="1"> <tr> <td colspan="2">Name of Person or Firm</td> <td colspan="2">Texas Agent License No.</td> </tr> <tr> <td colspan="4">Mailing Address</td> </tr> <tr> <td colspan="2">City, State, Zip code</td> <td colspan="2">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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<p>Step 9:</p> <p>Date the change of delivery ends</p>	<p>Date</p> <p>_____</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>Step 10:</p> <p>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 colspan="2">Signature</td> <td colspan="2">Date the designation took effect</td> </tr> <tr> <td colspan="4">Printed Name</td> </tr> <tr> <td><input type="checkbox"/> Current Owner</td> <td><input type="checkbox"/> Previous Owner</td> <td colspan="2"><input type="checkbox"/> Lessee</td> </tr> <tr> <td colspan="4">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>All tax agents representing property before the Dallas Central Appraisal District must be currently registered with the Texas Department of Licensing and Regulations.</p>																