

BEXAR APPRAISAL DISTRICT
411 N. FRIO
SAN ANTONIO, TX 78207
TELEPHONE NUMBER: (210) 224-8511

Appointment of Agent

APPRAISAL DISTRICT
USE ONLY

DATE RECEIVED

Instruction: You can use this form:

- In some cases, you may want to contact the Bexar Appraisal District or other local taxing units for free information and/or forms concerning your case before designating an agent.
- To name a tax agent to represent you on property tax matters;
- To direct that 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.

Complete steps 6-9 if you want tax notices mailed to an agent.
 SKIP TO STEP 10 IF YOU DON'T WANT TO CHANGE TAX NOTICE MAILING.

Step 1: Owner's name and address		Step 6: Check if you want property tax notices delivered to an agent	
Owner's Name		" 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: <ul style="list-style-type: none"> • All communications from the chief appraiser: • All orders, notices, and other communications from the ARB <ul style="list-style-type: none"> " All tax bills and notices from all taxing entities served by the appraisal district. Note: These notices can affect your legal rights. The affected offices are not required by law to send you duplicate copies.	
Current mailing address (number and street)			
City, state, and zip code			
Step 2: Describe the property		Step 7: Describe the property for which property tax notices will be delivered	
" All property listed for this owner at the above address <ul style="list-style-type: none"> • The following property (give account number or legal description) 		" The following property (give account number or legal description) continue on attached pages if needed	
continue on attached pages if needed		" My agent will provide a list	
Step 3: Specify the agent's authority for property tax matters (Skip to step 6 if you only want to change tax notice mailing)		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.	
<ul style="list-style-type: none"> • General power to represent me in property tax matters concerning this property 		Step 8: Name the person who will get the notice	
" Specified powers: the agent has only the powers checked below: <ul style="list-style-type: none"> " file notices of protest and present protests before the ARB " receive confidential information " negotiate and resolve dispute tax matters " other action (specify) _____ 		Name of person or firm Property Tax Reduction Services	
		Current mailing address (number and street) 5505 Grissom Rd, Ste 114	
		City, state, and zip code San Antonio TX 78238	Telephone 210-523-5522
Step 4: Name the agent for property tax matters		Step 9: Date the change of delivery ends	
Agent's Name		Date	
Fiduciary Number		continue indefinitely	
Property Tax Reduction Services		60040	
Current mailing address (number and street) 5505 Grissom Rd, Ste 114		Step 10: Print and Sign the Form	
City, state, and zip code San Antonio TX 78238		Print Name	
Telephone 210-523-5522		Signature	
Step 5: Date the agent's authority ends		Date	
Date		Title and firm name if not the property owner	
continue indefinitely			

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.

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 agents.