



# Appointment of Agent for Property Taxes

## Property Tax Form 50-162

Date received (appraisal district use only)

Appraisal district name

Appraisal district phone (area code and number)

Address

### INSTRUCTIONS

You can use this form:

- 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.

#### STEP 1: Owner's name and address

Owner's name

Present mailing address (number and street)

City, town or post office, state, ZIP code

Phone (area code and number)

#### STEP 2: Describe the property

- All property listed for this owner at the above address
- The following property (give account number or legal description)

(continue on attached page if needed)

#### STEP 3: Specify the agent's authority for property tax matters (skip to step 6 if you want to change tax notice mailing)

- General power to represent me in property tax matters concerning this property
- Specified powers: the agent has only the powers checked below
  - file notices of protest and present protests before the appraisal review board
  - receive confidential information
  - negotiate and resolve disputed tax matters
  - other action (specify)

#### STEP 4: Name the agent for property tax matters

Agent's name

Present mailing address (number and street)

City, town or post office, state, ZIP code

Phone (area code and number)

#### STEP 5: Date the agent's authority ends

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.

Date

**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 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 communication 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.

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

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

- The following property *(give account number or legal description)*

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*(continue on attached page if needed)*

- My agent will provide a list

*NOTE: the designation of an agent to receive communication 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 8: Name the person who will get the notices**

Name of person or firm

Present mailing address *(number and street)*

City, town or post office, state, ZIP code

Phone *(area code and number)*

**STEP 9: Date the change of delivery ends**

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 the agent's authority.

Date

**STEP 10: Sign the form**

**sign  
here** ➔

Owner, property manager, or person authorized to act on behalf of the owner.

Date the designation took effect

This form must be signed by the property owner; a property manager authorized to designate agents for the owner; or another person authorized to act on behalf of the owner other than the person being designated as agent on this form. A property manager or other person should attach a copy of the document authorizing the person to designate agents or act on behalf of the owner.

**If you make a false statement on this form, you could be found guilty of a Class A misdemeanor or a state jail felony under Texas Penal Code Section 37.10.**