

APPOINTMENT OF AGENT

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FORM	Appointment of Agent	
	Appraisal District USE ONLY	Date Received
<p>Instructions: You can use this form:</p> <ul style="list-style-type: none"> • To name a tax agent to represent you in 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	
	Current mailing address (number and street)	
	City, state and zip code	Telephone number
Step 2: Describe the property	<input type="checkbox"/> All property listed for this owner at the above address <input checked="" type="checkbox"/> The following property (give account number)	
Step 3: Specify the agent's authority for property tax matters	<input checked="" type="checkbox"/> Specified powers: the agent has only the powers specified below <ul style="list-style-type: none"> ✓ file notices of protest and present protests before the appraisal review board ✓ receive confidential information ✓ negotiate and resolve disputed tax matters <input type="checkbox"/> other action (specify) _____ _____ _____	
Step 4: Name the agent for property tax matters	Agent's name	Agent's Code:
	Harvard Property Tax	
	Current mailing address (number and street)	
	2222 Elm Street, STE 200	
	City, state and zip code	Telephone number
	Dallas, Texas, 75201	214-373-0007
Step 5:		

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<p>Step 6: Check if you want property tax notices delivered to an agent.</p> <p align="center">ALL TAX BILLS GO TO THE OWNER.</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 collections notices</p> <p><input checked="" type="checkbox"/> <u>Specified powers: the agent has only the powers specified below</u></p> <p><input checked="" type="checkbox"/> <u>All orders, notices, and other communications from the ARB</u></p>		
<p>Step 7: Describe the property for which property tax notices will be delivered</p>	<p><input type="checkbox"/> The following property (give account number)</p> <p align="center"><u>ALL TAX BILLS GO TO THE OWNER</u></p> <p><input type="checkbox"/> My agent will provide a list</p> <p>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.</p>		
<p>Step 8: Name the person who will get the notices</p>	<p>Name of the person or firm</p> <p align="center">All TAX BILLS GO TO THE OWNER</p> <p>Current mailing address (number and street)</p> <table border="1" data-bbox="456 1045 1529 1129"> <tr> <td data-bbox="456 1045 1130 1129">City, state and zip code</td> <td data-bbox="1130 1045 1529 1129">Telephone number</td> </tr> </table>	City, state and zip code	Telephone number
City, state and zip code	Telephone number		
<p>Step 9: Date the change of delivery ends</p>	<p>Date</p> <p align="center">ALL TAX BILLS GO TO THE OWNER</p>		
<p>Step 10: Sign the form</p>	<table border="1" data-bbox="456 1304 1529 1402"> <tr> <td data-bbox="456 1304 1029 1402">Signature</td> <td data-bbox="1029 1304 1529 1402">Date the designation took effect</td> </tr> </table> <p>Title and firm name if not the property owner</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 agents.</p>	Signature	Date the designation took effect
Signature	Date the designation took effect		