



Appointment of Agent for Single-Family Residential Property Tax Matters

Property Tax
Form 50-241

Bexar Appraisal District

Date received (appraisal district use only)

(210) 224-2432

Appraisal district name

Appraisal district phone (area code and number)

411 N. Frio, P.O. Box 830248 San Antonio, Tx 78283-0248

Address

INSTRUCTIONS

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.

You can use this form:

- To name a tax agent to represent you on property tax matters involving single-family residential property;
- To direct that tax notices involving single-family residential property 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
- If not all property listed above, give account number or legal description of property (continue on attached pages 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 the single-family residential property
- Specified powers: the agent has only the powers checked below:
- File applications for exemptions.
 - 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 communications for this single-family residential 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 appraisal review board.
 - All tax bills and notices from all taxing units 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

- Give account number or legal description of the single-family residential property (*continue on attached pages if needed*):

- My agent will provide a list

NOTE: The designation of an agent to receive communications only 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.

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.