

# Lessee's Designation of Agent for Property Tax Matters

This form is for use by a lessee to designate a person to act as the lessee's agent in property tax matters pursuant to Tax Code Section 1.111(a-1). **Note: Only a lessee who has been designated previously by the property owner under Tax Code Section 1.111(a) as the property owner's agent as shown by execution of Form 50-162, Appointment of Agent for Property Tax Matters, may use this form to designate a person to act as the lessee's agent in property tax matters.** An agent designated by a lessee under Tax Code Section 1.111(a-1) has the same authority and is subject to the same limitations as an agent designated by a property owner under Tax Code Section 1.111(a).

## STEP 1: Lessee and Property Owner Contact Information

Name of Lessee		Primary Phone Number (area code and number)		Email Address*	
Mailing Address		City	County	State	ZIP Code
Name of Property Owner (i.e., Lessor)		Primary Phone Number (area code and number)		Email Address*	
Mailing Address		City	County	State	ZIP Code

## STEP 2: Property Identification

Provide the physical or situs address, the legal description or the appraisal district account number of the property for which you are designating an agent to act for you in property tax matters. A chief appraiser may request additional information to identify the property.

Physical Address		City	County	State	ZIP Code
Legal Description			Appraisal District Account Number		

If there are additional properties for which you wish to designate the agent to act for you in property tax matters, attach additional sheets providing the appraisal district account number, physical or situs address or legal description for each property. State the number of additional sheets attached: .....

## STEP 3: Agent Designation

The following individual is designated to act as agent for the lessee and owner of the property identified in Step 2 in property tax matters pursuant to Tax Code Section 1.111(a-1) (only one individual's name is permitted).

Name of Agent		Primary Phone Number (area code and number)		Email Address*	
Mailing Address		City	County	State	ZIP Code

## STEP 4: Specify the Agent's Authority:

The agent identified above is authorized to represent me in (check one):

- all property tax matters concerning the property identified in Step 2
- the following specific property tax matters concerning the property identified in Step 2:

The agent identified above is authorized to receive confidential information pursuant to Tax Code Sections 11.48(b)(2), 22.07(e), 22.27(b)(2), 23.123(c)(2), 23.1242(p), 23.126(c)(2), 23.127(l), 23.128(p) and 23.45(b)(2): .....  Yes  No

**STEP 4: Specify the Agent's Authority: (continued)**

I hereby direct, as indicated below, the appraisal district, appraisal review board and each taxing unit participating in the appraisal district to deliver the documents checked below to the agent identified above regarding the property identified. I acknowledge that such documents will be delivered only to the agent at the agent's address indicated above and will not be delivered to me unless the affected offices choose to send me copies or are otherwise required by law. I understand that these documents can affect my legal rights and that the appraisal district, appraisal review board and the taxing units are not required to send me copies if I direct them to deliver the documents to my agent.

- all communications from the chief appraiser
- all communications from the appraisal review board
- all communications from all taxing units participating in the appraisal district

**STEP 5: End of Agent's Authority**

Under Tax Code Section 1.111(c), the designation of an agent on this form remains in effect until the date indicated below or until a written revocation is filed with the appraisal district by the property owner, the lessee or the designated agent. A designation may be made to expire according to its own terms but is still subject to prior revocation by the property owner, the lessee or the designated agent. Under Tax Code Section 1.111(d), only one agent may be designated in connection with an item of property at a time; the subsequent designation of an agent in connection with an item of property revokes any previous designation of an agent in connection with that item of property. By designating an agent on this form, previous designations of other agents in connection with the property identified in Step 2 of this form are revoked.

Date Agent's Authority Ends: \_\_\_\_\_

**STEP 6: Lessee's Authorization**

I, \_\_\_\_\_,  
Printed Name of Lessee or Authorized Individual

swear or affirm the following with regard to the property identified in Step 2 above: (1) that I am the lessee of the property, or another person authorized to act on behalf of the lessee in this matter other than the agent designated in Step 3 above;\*\* (2) that the property owner previously designated the lessee under Tax Code Section 1.111(a) to act as the owner's agent and executed Form 50-162, *Appointment of Agent for Property Tax Matters* to that effect; and (3) that the agent designated in Step 3 of this form is authorized to act on behalf of the lessee and the property owner in property tax matters as indicated in this form.

**sign  
here** ➔

\_\_\_\_\_  
Signature of Lessee or Authorized Individual

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

\_\_\_\_\_  
Mailing Address

\_\_\_\_\_  
Primary Phone Number (area code and number)

\_\_\_\_\_  
Email Address\*

**STEP 7: Property Owner's Approval**

I, \_\_\_\_\_,  
Printed Name of Property Owner or Authorized Individual

swear or affirm the following with regard to the property identified in Step 2 above: (1) that I am the property owner, or another person authorized to act on behalf of the owner in property tax matters other than the agent designated in Step 3 above or the lessee identified herein;\*\* (2) that the property owner previously designated the lessee identified above under Tax Code Section 1.111(a) to act as the owner's agent and executed Form 50-162, *Appointment of Agent for Property Tax Matters* to that effect; and (3) that the property owner approves of the lessee's designation of the agent identified in Step 3 of this form to act in property tax matters as indicated in this form.

**sign  
here** ➔

\_\_\_\_\_  
Signature of Property Owner or Authorized Individual

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signer's Mailing Address

\_\_\_\_\_  
Primary Phone Number (area code and number)

\_\_\_\_\_  
Email Address\*

\* An email address of a member of the public could be confidential under Government Code Section 552.137; however, by including the email address on this form, you are affirmatively consenting to its release under the Public Information Act.

\*\* If you are a person authorized to act in this matter on behalf of the property owner or the lessee (other than a person designated as the agent in Step 3,) the appraisal district may request a copy of the document(s) authorizing you to act on behalf of the property owner or lessee in this matter.