

TITAN PROPERTY TAX
P.O. BOX 842616
HOUSTON, TX 77284-2616

SIGN-UP PACKET ENCLOSED

TITAN PROPERTY TAX

Don't pay more than your fair share!

Welcome!

Thank you for allowing Titan Property Tax to double-check your property's tax assessment(s). To complete the sign-up process the Appointment of Agent form must be filled in, signed, and dated. Then return to Titan Property Tax to file. Time is of the essence so do not delay.

COMPLETING THE APPOINTMENT OF AGENT FORM (50-162)

The pertinent items to fill in each step of the form have been highlighted by black check marks for your convenience.

Please identify the county at top of form.

- ✓ If you have properties in multiple counties, print a form for each county.

STEP1: Fill in name, address, and contact phone.

STEP2: Fill in CAD account number and address of property or properties you wish to protest. If you have more than 4 properties to protest, leave blank and instead attach a complete property list.

STEP 3: Is completed.

STEP 4: Is completed.

STEP 5: Leave blank or write in "open" so that I can re-file protests for subsequent years. If you prefer to have an end date, insert 12/31/of the hearing year as hearing dates can be scheduled into the fall.

STEP 6: Sign and date. Check the appropriate box below signature and date.

- ✓ **NOTE: IF PROPERTY IS HELD IN A TRUST, I WILL ALSO NEED THE FIRST AND LAST PAGE OF YOUR DOCUMENT TO SHOW YOU HAVE THE AUTHORITY TO ASSIGN FOR THE TRUST.**

Return completed paperwork via email:

titanpropertytax@yahoo.com

Once your information is processed, you will receive an email to confirm receipt. Again, thank you for giving Titan Property Tax the opportunity to represent your protest(s).

Sincerely,



Gabriel B. Vargas
Owner, Titan Property Tax

TITAN PROPERTY TAX SERVICE AGREEMENT

PO BOX 842616 HOUSTON, TX 77284-2616 (281) 743-7368 TITANPROPERTYTAX@YAHOO.COM

AUTHORIZATION

An **Appointment of Agent (A of A) form (50-162)** must be filed and is required per the Texas Property Tax Code to represent property tax accounts and gives Titan Property Tax the authority to file protests, represent the account before the Appraisal District / ARB, and to apply for any missing exemptions or file for name / mailing address corrections.

On the **Appointment of Agent form**, there is a box to place an end date of authorization, Step 5. Please write "OPEN" in the blank box so that it is open-ended.

- This ensures your property account **never misses a filing deadline** from year to year.
- Titan Property Tax can easily, timely and securely file the **Notice of Protest** online.
- There is a short **Removal of Agent** form that can submitted anytime to the county should you want to discontinue representation.

If the client prefers to insert an end date on the Appointment of Agent form, please insert December 31st of the protesting year, as hearings could be scheduled late into the fall season. **If the client decides to renew with Titan Property Tax, then a new Appointment of Agent form will be required.** It is ultimately the responsibility of the client to meet filing protest deadlines subsequent to an expired Appointment of Agent authorization.

CONTINGENCY FEE and LATE FEE

You are contracting with Gabriel B. Vargas, dba Titan Property Tax. The contingency fee is based on a 3-tiered price system categorized by exemption status:

- 50% of the savings for non-exempted properties.
- 40% of the savings for homestead exempted properties.
- 25% of the savings for Over-65 exempted properties.



THERE IS NO CHARGE TO CLIENT IF THE TAXABLE VALUE IS NOT REDUCED

Savings is the difference between the initial assessed value noticed by the appraisal district and the final assessed value achieved by Titan Property Tax, multiplied by the most current certified tax rate at billing.

SAMPLE CALCULATION:

Initial Assessed Value	\$200,000
Final Assessed Value	\$180,000
Reduction	\$20,000
Tax rate	3%
Savings	\$600
Sample Billing Amount.....	

Contingency Fee		
@ 50%	@ 40%	@ 25%
\$300	\$240	\$150

Titan Property tax does not guarantee the outcome of hearings. All fees are due within 30 days of Titan Property Tax's invoice and become subject to a late fee of \$25 per account after 30 days. If you need to make payment arrangements, please notify as soon as possible so that we can work out a solution that best meets your needs. The tax rate applied to compute the fee is the most current certified tax rate available at billing. The calculation above is for illustration purposes only. Your bill will be based on your property's actual reduction amount and tax rate

PROPERTY DESCRIPTION

Please list the county, property address and/or account number to protest. If you have more than 3 properties to sign up, please attach your property sheet.

COUNTY	PHYSICAL ADDRESS	ACCOUNT NUMBER
1		
2		
3		

Agreed and approved by property owner / manager:

Return to
titanpropertytax@yahoo.com

Signature

Date

E-mail

Phone (text capable for results Y / N)

Appointment of Agent for Property Tax Matters

This form is for use by a property owner in designating a lessee or other person to act as the owner's agent in property tax matters. You should read all applicable law and rules carefully, including Tax Code Section 1.111 and Comptroller Rule 9.3044. This designation will not take effect until filed with the appropriate appraisal district. Once effective, this designation will be in effect until the earlier of (1) the date of a written revocation filed with the appraisal district by the owner or the owner's designated agent, or (2) the expiration date, if any, designated below.

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.

Appraisal District Name _____ Date Received (appraisal district use only) _____

STEP 1: Owner's Name and Address:

Name _____ Telephone Number (include area code) _____

Address _____

City, State, Zip Code _____

STEP 2: Identify the Property for Which Authority is Granted. Identify all property for which you are granting the agent authority and, unless granting authority for all property listed for you, provide at least one of the property identifiers listed below (appraisal district account number, physical or situs address, or legal description). A chief appraiser may, if necessary to identify the property, request additional information. In lieu of listing property below, you may attach a list of all property to which this appointment applies, denoting the total number of additional pages attached in the lower right-hand corner below.

(check one)

all property listed for me at the above address

the property(ies) listed below:

Appraisal District Account Number _____ Physical or Situs Address of Property _____

Legal Description _____

Appraisal District Account Number _____ Physical or Situs Address of Property _____

Legal Description _____

Appraisal District Account Number _____ Physical or Situs Address of Property _____

Legal Description _____

Appraisal District Account Number _____ Physical or Situs Address of Property _____

Legal Description _____

If you have additional property for which authority is granted, attach additional sheets providing the appraisal district account number, physical or situs address, or legal description for each property. Identify here the number of additional sheets attached:

STEP 3: Identify the Agent:

TITAN PROPERTY TAX HCAD AGENT # 5052

Name

Telephone Number (include area code)

PO BOX 842616

Address

HOUSTON, TX 77284-2616

City, State, Zip Code

STEP 4: Specify the Agent's Authority

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

[checked] all property tax matters concerning the property identified

[] the following specific property tax matters:

The agent identified above is authorized to receive confidential information pursuant to Tax Code Sections 11.48(b)(2), 22.27(b)(2), 23.123(c)(2), 23.126(c)(2) and 23.45(b)(2):

[checked] Yes [] No

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.

[checked] 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: Date the Agent's Authority Ends. Pursuant to Tax Code Section 1.111(c), this designation remains in effect until the date indicated or until a written revocation is filed with the appraisal district by the property owner or the owner's 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 or designated agent. Pursuant to Tax Code Section 1.111(d), a property owner may not designate more than one agent to represent the property owner in connection with an item of property. The 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 items of property shown on the form are revoked.

Date Agent's Authority Ends

STEP 6: Identification, Signature, and Date:

sign here

Signature of Property Owner, Property Manager or Other Person Authorized to Act on Behalf of the Property Owner*

Date

print here

Printed Name of Property Owner, Property Manager or Other Person Authorized to Act on Behalf of the Property Owner

Title

The individual signing this form is (check one):

[] the property owner

[] a property manager authorized to designate agents for the owner

[] other person authorized to act on behalf of the owner other than the person being designated as agent

* This form must be signed by the property owner, a property manager authorized to designate agents for the owner or other person authorized to act on behalf of the owner other than the person being designated as agent. If you are a person other than the property owner, the appraisal district may request a copy of the document(s) authorizing you to designate agents or act on behalf of the property 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 Penal Code Section 37.10.