



NOTICE TO PROPERTY OWNERS

Property owners who wish to be represented by an agent in matters concerning the assessment of real estate must provide a letter of authorization to the Office of the City Assessor. All letters of authorization must meet the following requirements and **authorizations must be renewed yearly**.

1. It must be an original document addressed to the Office of the City Assessor.
2. It must identify the property by specifying:
 - Owner of record;
 - Owner's address and telephone number;
 - Parcel ID number;
 - Property address.
3. It must identify the company name of agent or agents, including their address and telephone number.
4. It must state specifically the tax year(s) (current and past years only) for which the authorization is established. "Until further notice" is not acceptable.
5. It must have the notarized signature of the owner of record of the property, or, if titled in the name of a corporation, the notarized signature of an officer of the corporation authorized to act on its behalf.
6. The signature line must include:
 - Signature of owner or officer;
 - Printed or typed name and title.
7. An authorization to represent an owner in an appeal does not grant automatic authorization for an agent or management company to sign income and expense (I & E) forms. Specific authorization must be granted by the owner for the purpose of signing I & E information.
8. The same letter of authorization may be used for both administrative reviews and Board of Equalization appeals.

LETTER OF AUTHORIZATION FOR REPRESENTATIVES AND AGENTS

A Property Owner may authorize an agent to: obtain confidential information for the property from the Office of the City Assessor; file and certify statements of incomes and expenses attributable to the property; and, file department reviews of assessments and, or, Board of Equalization appeals of assessments on behalf of the owner.

The Property Owner must identify the property, the Agent, and the scope of the Agent's authority. Agents may be appointed for the current year and past years only. The authorization must bear the notarized signature of an owner of record of the property, or an appropriate officer if the property is owned by a corporation.

OWNER OF RECORD/COMPANY NAME: _____

OWNER ADDRESS: _____

OWNER TELEPHONE: _____ OWNER EMAIL: _____

Note: If property owned by a L.L.C. include portion of Operating Agreement granting the signatory the right to appeal assessment.

LIST ALL PARCEL NUMBERS AND PROPERTY ADDRESSES FOR WHICH AUTHORIZATION IS GRANTED:

NAME OF AUTHORIZED AGENT AND COMPANY NAME: _____

AGENT ADDRESS: _____

AGENT TELEPHONE: _____ AGENT EMAIL: _____

Please cite specific year(s) for which this authorization is valid. **CURRENT AND PAST YEARS ONLY.**

For Tax Year(s) _____ the Property Owner hereby appoints the above named as the duly authorized Agent of the owner for the purposes indicated. (Please check as appropriate)

1. _____ Agent is authorized to obtain confidential information for the property from the Office of the City Assessor.
2. _____ Agent is authorized to file and certify statements of incomes and expenses attributable to the property.
3. _____ Agent is authorized to file reviews of assessments to the Office of the City Assessor and, or, the Board of Equalization and to represent the Property Owner in review and, or, appeal hearings.

NAME OF OWNER OR OFFICER

SIGNATURE OF OWNER OR OFFICER

STATE OF: _____ CITY/COUNTY OF: _____

The foregoing instrument was acknowledged before me this _____ day of _____ 20____

by _____.

NOTARY

My Commission Expires: _____

Notary Registration Number: _____

(SEAL)