

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 and returned 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 the top of the form.

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

STEP1: Fill in name AND address.

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 it 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:

[protest@titanpropertytax.com](mailto:protest@titanpropertytax.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,

GBV

Gabriel B. Vargas  
Owner, Titan Property Tax

# TITAN PROPERTY TAX SERVICE AGREEMENT

PO BOX 842616 HOUSTON, TX 77284-2616 (281) 743-7368 GABRIEL@TITANPROPERTYTAX.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, Step 5, there is a box to place an end date of authorization. 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 be submitted online to HCAD should you want to discontinue representation.

If the client prefers to insert an end date on the Appointment of Agent form, please insert December 31<sup>st</sup> 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 35% of the savings.

### 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	\$480,000
Final Assessed Value	\$430,000
<b>Reduction Amount</b>	<b>\$50,000</b>
<b>Tax rate</b>	<b>3%</b>
<b>Annual Savings</b>	<b>\$1,500</b>
<b>Sample Billing Amount</b> .....	

<b>Contingency Fee</b>
<b>@ 35%</b>
<b>\$525</b>

*Titan Property Tax does not guarantee the outcome of the 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 Gabriel Vargas as soon as possible. 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 invoice will be based on your property's actual reduction amount and specific 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:**

**Signature**                      **Date**                      **E-mail**                      **Phone (text capable for results Y / N)**

Return to  
protest@titanpropertytax.com

# 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.

HCAD #5052

Appraisal District Name

Date Received (appraisal district use only)

**STEP 1: Owner's Name and Address:**

X

Name

Telephone Number (include area code)

X

Address

X

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:

1.

Appraisal District Account Number

Physical or Situs Address of Property

Legal Description

2.

Appraisal District Account Number

Physical or Situs Address of Property

Legal Description

3.

Appraisal District Account Number

Physical or Situs Address of Property

Legal Description

4.

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#5052

281-743-7368

Name PO BOX 842616

Telephone Number (include area code)

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):

[ ] Yes [checked] 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.

- [ ] 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 . . . . X

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 X Date X

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

(Check as applicable):

- [ ] IP Address
[ ] Certification Attached

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.

# Property Owner's Notice of Protest

Harris Central Appraisal District  
Information & Assistance Division  
P.O. Box 922004  
Houston TX 77292-2004  
Form 50-132 (03/24)



X Account Number: \_\_\_\_\_  
Tax Year: 2024

Save a Stamp! File Online at [www.hcad.org/iFile](http://www.hcad.org/iFile)

iFile #: \_\_\_\_\_

**GENERAL INSTRUCTIONS:** This form is used for a property owner or an owner's designated agent to file a protest with the appraisal review board (ARB) pursuant to Tax Code Section 41.41. Lessees contractually obligated to reimburse a property owner for property taxes may be entitled to protest as a lessee if all Tax Code requirements are met, including those in Tax Code Section 41.413.



## SECTION 1: Property Owner or Lessee

- Person Age 65 or Older
- Disabled Person
- Military Service Member
- Military Veteran
- Spouse of a Military Service Member or Veteran

X Name of Property Owner or Lessee \_\_\_\_\_

X Mailing Address, City, State, ZIP Code \_\_\_\_\_

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.

## SECTION 2: Property Description

X Physical Address, City, State, Zip Code \_\_\_\_\_

If no street address, provide legal description: \_\_\_\_\_

Mobile Home Make, Model and Identification (if applicable) \_\_\_\_\_

## SECTION 3: Reasons for Protest

To preserve your right to present each reason for your protest to the ARB according to law, be sure to select all boxes that apply. Failure to select the box that corresponds to each reason for your protest may result in your inability to protest an issue that you want to pursue.

- Incorrect appraised (market) value and/or value is unequal compared with other properties.
- Property should not be taxed in \_\_\_\_\_ (taxing unit).
- Property is not located in this appraisal district or otherwise should not be included on the appraisal district's record.
- Failure to send required notice \_\_\_\_\_ (type).
- Exemption was denied, modified, or cancelled.
- Temporary disaster damage exemption was denied or modified.
- Circuit breaker limitation on appraised value for all other real property was denied, modified or cancelled.
- Ag-use, open-space or other special appraisal was denied, modified, or cancelled.
- Change in use of land appraised as ag-use, open-space or timberland.
- Incorrect appraised or market value of land under special appraisal for ag-use, open-space or other special appraisal.
- Owner's name is incorrect.
- Property description is incorrect.
- Incorrect damage assessment rating for a property qualified for a temporary disaster exemption.
- Other \_\_\_\_\_

## SECTION 4: Additional Facts

What is your opinion of your property's value? (Optional) \$

X/A

Provide facts that may help resolve this protest:

X/A

**SECTION 5: Hearing Type**

To receive your hearing notice by email, you must file your protest through your owner's account at <https://owners.hcad.org>

I want the ARB to send me a copy of its hearing procedures.....  Yes  No  
If a protest goes to a hearing, the ARB automatically sends each party a copy of the ARB's hearing procedures.

I want to receive my ARB hearing notice by certified mail. (There may be a charge for this).....  Yes  No

**SECTION 6: Certification and Signature**

Property Owner

Property Owner's Agent HC 5052  
Agent Code

Other: \_\_\_\_\_

print here → Titan Property Tax  
Print Name of Property Owner or Authorized Representative

sign here → [Signature]  
Signature of Property Owner or Authorized Representative

5/13/24  
Date

**Important Information**

**GENERAL INSTRUCTIONS:** This form is for use by a property owner or an owner's designated agent to file a protest with the appraisal review board (ARB) pursuant to Tax Code Section 41.41. Lessees contractually obligated to reimburse a property owner for property taxes may be entitled to protest as a lessee if all Tax Code requirements are met, including those in Tax Code Section 41.413.

**WEEKENDS, HOLIDAYS:** If your deadline falls on a Saturday, Sunday, or a legal holiday, it is postponed until midnight of the next working day.

**HEARING PARTICIPATION:** If you do not want to attend your scheduled hearing in person, the law allows you to submit your evidence in the form of a sworn affidavit. The affidavit must state that you swear or affirm that the information it contains is true and correct, and it must be sworn to and subscribed before a notary public or other public official who is authorized to administer oaths. If you decide you want to submit an affidavit, please make sure that it includes: (1) the owner's name and address, (2) the property account number and description, and (3) the date and time of your hearing. To ensure that the affidavit is available for consideration, it should be received at the hearing location at least two (2) business days prior to the date and time of the hearing. If you decide to submit an affidavit and also appear by telephone conference call: 1) You must provide written notice to the appraisal review board at least 10 days before the hearing or with this notice of protest; 2) You must submit your evidence with a written affidavit delivered to the ARB before the hearing; 3) You will not be allowed to offer any evidence that was not included with your affidavit; 4) You will not be able to add any new evidence or testimony by telephone; and 5) You are responsible for providing access to the call to any person(s) you wish to invite to participate in the telephone conference call.

**ELECTRONIC REMINDER:** If you want to receive an electronic reminder of your ARB hearing, you must submit your protest through your owner's account at <https://owners.hcad.org>, indicating whether you want to receive the reminder by e-mail or text message, and provide a valid email address or telephone number, as applicable.

**DEADLINES:** With exceptions, the typical deadline for filing a notice of protest is midnight, **May 15.** (Tax Code Section 41.44)

**SPECIAL PANELS:** You have the right to have your protest heard by a special appraisal review board panel if your property has an appraised value equal to or greater than the minimum eligibility amount determined by the comptroller and your property is either (A) commercial real and personal property (B) real and personal property of utilities (C) industrial and manufacturing real and personal property or (D) multifamily residential real property. You must request a special panel with your protest.

**APPOINTMENT OF AGENT:** You may also have a representative appear for you. This person should be able to discuss your property from personal knowledge. A valid agent appointment form must first be filed with the appraisal district. Agent appointments must be made on Texas State Comptroller's Form 50-162 (or Comptroller Form 50-241, but only for use as required by court order existing as of Oct. 3, 2013). You can obtain Form 50-162 by calling our office or downloading it from [www.hcad.org/forms](http://www.hcad.org/forms).

**ADDITIONAL INFORMATION:** In the event a protest or correction is filed on this account, we intend to use as part of our evidence any and all information included in this notice.

**APPOINTMENT OF FAMILY AND FRIENDS:** Fill out the following authorization if you want to have a family member or friend represent you at the protest hearing. Use this only for family or friends who do not charge you for representation. You must use state form 50-162 to appoint a paid representative or to have notices and tax bills mailed to a representative.

**SINGLE-MEMBER PANELS:** If you want your protest to be heard by a single member panel, you must request it in the Notice of Protest or submit it in writing to the ARB not later than the 10th day before the date of the hearing.

**FINAL ORDER OF DETERMINATION:** If you want to receive the ARB Order of Determination by email, you must request email delivery in writing and provide a valid email address.

**APPOINTMENT OF FAMILY OR FRIEND TO REPRESENT ME IN PROTEST HEARING**

I hereby appoint:

\_\_\_\_\_  
First Name

\_\_\_\_\_  
Last Name

to represent me in my protest hearing. My representative has general authority to review confidential information, appear for me at the protest hearing, and to negotiate and resolve the matters covered by this protest.

This appointment applies only for the hearing on this account. I understand that notice will be delivered to me.

By checking this box I agree the person named above has the authority to represent me

\_\_\_\_\_  
Name Printed

\_\_\_\_\_  
Date