



TEXAS TRUE TAX™
HELPING YOU PROTEST PROPERTY TAXES

CLIENT AGREEMENT

PROPERTY TAX OWNER/AGENT named below (hereinafter "Client") retains **Texas True Tax™** to advise and represent them regarding property tax matters on the property(ies) described below before the County Appraisal District and/or the Appraisal Review Board (hereinafter "ARB"). Client grants **Texas True Tax™** the power of agency as described herein.

OUR FEE: The greater of \$250 or 25% of the estimated tax savings for each property. For example, if the estimated tax saving achieved is \$2000 then the fee would be \$500. Discounts are offered when protesting multiple properties.

THE FEE MAY INCLUDE BUT NOT LIMITED TO THE FOLLOWING:

- Preparation of the **Appointment of Agent (50-162)**, filing **Notice to Protest (50-132)**, **Property Owner's Affidavit of Evidence (50-283)** and other forms deemed in the best interest of client (i.e. corrective notices, petition to challenge appraisal records, special exemptions, etc.);
- Written request of county evidence provided no less than 14 days before ARB formal hearing as required by state law; In some cases you may need to forward evidence via email;
- Collection and creation of taxpayer evidence (realtor-prepared comparative market analysis, lease agreements, rent rolls, seller's disclosure agreements, property inspection reports, surveys, photos, estimates, evidence of repairs that effect the valuation date, insurance claims, invoices, etc.); and
- Representation with or on behalf of the client at hearings and required travel.

REMOTE WORK & CLIENT DUTY: NO SITE VISITS: **Texas True Tax™** will, whenever reasonably possible, perform services remotely via email, conferences. Client agrees to cooperate in a reasonable manner and assist **Texas True Tax™** to avoid conducting site visits and keeping us informed of change of contact information.

REGULATION: Our licenses are regulated by the Texas Department of Licensing and Regulation, Box

12157, Austin, TX 78711 | 800.803.9202 | www.license.state.tx.us/complaints.

TERMS: This agreement remains in effect until **Client** or **Texas True Tax™** files the Revocation of Appointment of Agent in specified county(ies). You acknowledge Texas True Tax™ has given no assurances on the outcome of any hearing, arbitration, or appeal. Upon request, Texas True Tax™ will provide no-cost assistance obtaining, revising and renewing homestead exemptions. By engaging Texas True Tax™, you authorize us to execute an Appointment of Agent on your behalf. Payment in full for services in due within thirty (30) days of invoice. This document represents the entire agreement between Client and Texas True Tax™. **Your signature below, representing self or an entity, is duly authorized and empowered to enter into this Agreement or on an Appointment of Agent naming Texas True Tax™ to represent you on property tax matters and affirms your understanding of these terms of this service agreement.**

FURTHER: If Client has previously appointed another agent, property tax consultant, or representative to act on Client's behalf before the county appraisal district, Client acknowledges it is their responsibility to properly revoke any prior appointments or authorizations and to complete and file any necessary revocation forms. That form is known as **Texas Comptroller of Public Accounts Form 50-813 Revocation of Appointment of Agent for Property Matters**. Client agrees that failure to revoke any existing appointments or authorizations is not the responsibility of [Company Name], and Client will hold Texas True Tax harmless for any issues arising from prior authorizations not properly revoked.

PAYMENT: According to the terms above, **Client agrees to pay from Invoice within 10 days of invoice**. Client may choose and/or Texas True Tax may ask Client to pay Texas True Tax an advance retainer in the amount of \$_____ to be

For paper agreements hand deliver or email to: Michael@re-now.net or ANNE@TexasTrueTax.com

Thank you for allowing us to serve you. Love God with all your heart, mind, strength and soul. And love your neighbor as yourself. Luke 10:27

Mike Berlanga 210-273-1177 | www.TexasTrueTax.com | Anne Englert 210-445-3333



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held in Texas True Tax Client Trust account. This retainer will be applied to final invoice fees for services rendered. Texas True Tax shall provide Client an itemized statement of any charges against the retainer. Any unused portion of the retainer shall be returned to Client upon termination of services.

Texas True Tax will maintain Client's retainer in a separate client trust account until earned fees are billed against the retainer. Client acknowledges this retainer belongs to the Client until applied to invoices for services rendered.

AGREED TO AND APPROVED: By: Property Owner /Agent

_____ Date

_____ Signature

_____ Type or Print Name

_____ Owner or Entity or Company

_____ Phone

_____ Email

_____ Mailing Address Street/Box City/ST ZIP

ACCEPTED: By: Texas True Tax™

_____ **Michael Berlanga**, Senior Property Tax Consultant, Texas License #12726 or **Anne Englert**, PTC, Texas License #12736

PROPERTY(IES) ID	PHYSICAL ADDRESS (Number, Street, City, ST, ZIP)	COUNTY

Additional properties may be included using additional page.