



Keystone

Residential Property Tax Representation Agreement

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Residential Property Tax Representation Agreement

This Service Agreement ("Agreement") is made between the undersigned property owner or authorized agent of property owner ("Client") and Keystone Property Tax Services ("Keystone"). Client hereby retains Keystone as its agent, and Keystone agrees to represent Client and Client's designated property for matters related to the protest of Client's Texas property assessed value. The scope of this agreement includes representation by Keystone of Client's designated property in the appraisal appeal process but does not include Binding Arbitration support, or an appeal to the District Court, or any activity determined to be the practice of law.

If Keystone determines it may be possible to obtain a reduced assessment on Client's property, Client agrees to allow Keystone to use Keystone's sole discretion as to whether a final assessment of Client's property is acceptable and reasonable. Client agrees to assist Keystone through the timely delivery of all necessary and/or requested information for the protest process. Keystone reserves the right and is expressly authorized to withdraw a protest at any time should Keystone, at its sole discretion, determine that such a withdrawal would be in Client's best interest.

Keystone agrees to use reasonable efforts to obtain a reduction in the tax assessment of Client's property, but does not make any guarantee, representation, warranty or promise as to the results that may be obtained or the actual assessed value of Client's property that may be achieved by virtue of Keystone's services. Keystone shall not be responsible for any damages to Client for any tax liability arising from Keystone's services. Furthermore, Keystone shall not be liable to Client for any acts or omissions by Keystone, its agents or employees unless said acts or omissions are due to Keystone's willful misconduct or gross negligence. Client agrees that fees for providing services under this Agreement, described below, will be paid in full regardless of the outcome of the protest process. Fees apply to a single residential property tax account for the Property Tax year this document is signed. Client agrees to provide the information contained in Appendix A of this agreement and in the event that Client has multiple properties, Client agrees that the following annual fee structure will apply to each individual property:

RESIDENTIAL FEE STRUCTURE

ACCOUNTS VALUED UNDER \$200,000	\$200
ACCOUNTS VALUED BETWEEN \$200,000 AND \$299,999	\$300
ACCOUNTS VALUED BETWEEN \$300,000 AND \$499,999	\$400
ACCOUNTS VALUED BETWEEN \$500,000 AND \$999,999	\$500
ACCOUNTS VALUED BETWEEN \$1,000,000 AND \$1,999,999	\$600
ACCOUNTS VALUED BETWEEN \$2,000,000 and \$4,000,000	\$800



This Agreement is irrevocable for the year this Agreement is executed and Keystone will continue to represent Client's property each year until written notification by either party cancels this Agreement. Keystone reserves the right to amend Residential Fees at its sole discretion in subsequent years, however any changes to Residential Fees will only take effect upon receipt, by Keystone, of Client's approval of such changes.

AUTHORIZATION

Keystone is hereby authorized but not obligated to execute Notice of Protest and Appointment of Agent Forms. Client agrees to provide copies of all pertinent documents and applications received from the appraisal district regarding the property. All warranties are disclaimed and Keystone's liability for any error, omission, action, inaction, statement or representation is limited to the amount of fees actually paid under this Agreement for the year(s) in dispute.

Upon receipt of this Agreement executed by Client, Keystone will issue an invoice for services to Client in accordance with the contact information provided by Client. Client agrees that payment is due upon receipt of said invoice and payment is considered late if made more than 30 days after receipt of the invoice. Invoices not paid in full when due will accrue 1.5% per month until paid. Should Client fail to satisfy any and all outstanding fees, Client agrees that Keystone holds the unilateral right to terminate representation of Client. In the event that Client fails to make payment prior to the deadline to file a protest, Keystone reserves to the right to terminate representation and Client agrees that Keystone is under no obligation to file a protest on the property or properties listed in Appendix A prior to receiving payment and Client agrees Keystone is not liable for any damages based on Client's failure to pay for services and Keystone's subsequent decision to not protest Client's property value.

This Agreement contains the entire agreement of the parties and supersedes any prior understanding, or written or oral agreements between the parties. No supplement, modification, waiver, or termination of this agreement shall be binding unless executed in writing by the party to be bound hereby.

Agreed to and accepted by:

Property Owner or Agent

Keystone Property Tax Services

Signature: _____

Signature: _____

Print Name & Title: _____

Print Name & Title: _____

Date: _____

Date: _____

Primary Contact Number: _____

Email Address: _____

Mailing Address: _____



Appendix A

Property Description

Owner/ Address (es) / Appraisal District ID

1. Owner:
 - a) Account Number:
 - b) Address:

2. If additional properties are included in this Agreement, please list Account Number and Address for all additional properties in the space below:



Appointment of Agent for Property Tax Matters

Property Tax
Form 50-162

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 Section 1.111 of the Texas Property Tax Code 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. Additionally, 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, and legal description for each property. Identify here the number of additional sheets attached:

STEP 3: Identify the Agent:

Name _____ Telephone Number (include area code) _____

Address _____

City, 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

the following specific property tax matters:

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

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 §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 §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 Section 37.10, Penal Code.