



Appointment of Agent

Instructions

You can use this form to:

1. Name an Agent to represent you on matters relating to Tangible Personal Property.
 2. Direct that Tangible Personal Property Tax Returns & Notices be mailed to a person you name.
- Read the instructions carefully. This form will be in effect until you revoke it or until you file a form that names a different agent.

Step 1: Owner's Name and Address

Owner's Name: _____

Current Mailing Address: _____

City: _____ St: _____ Zip: _____ Telephone: _____

Step 2: IDENTIFY THE TANGIBLE PERSONAL PROPERTY ACCOUNT

Type of Account: Business Rental Income Property Charter Boat Mobile Home With Attachment Other

Alternate Key: _____

Business Name: _____

Business Location: _____

City: _____ St: _____ Zip: _____ Telephone: _____

Step 3: SPECIFY THE AGENT'S AUTHORITY FOR TANGIBLE PERSONAL PROPERTY MATTERS
(Skip to Step 6 if you only want to change mailing address for Tangible Property Tax Returns & Notice Of Proposed Tax Notices)

- General Power to represent me in all Tangible Personal Property matters concerning this property.
- Specific powers: the agent has only the powers checked below:
 - File notices of protest and present protest before the Property Appraiser's Office and Value Adjustment Board.
 - Receive confidential information.
 - Negotiate and resolve disputed value issues.
 - Other action (Specify): _____

Step 4: NAME THE AGENT FOR TANGIBLE PERSONAL PROPERTY MATTERS

Agent's Name: _____

Agent's Mailing Address: _____

City: _____ St: _____ Zip: _____ Telephone: _____

Step 5: DATE THE AGENTS AUTHORITY ENDS

Date: _____

(If you do not fill in a date, the agent's authority will continue indefinitely. You will then need to file a statement revoking the form or designate a new agent to end the agent's authority.)

Key West
County Courthouse
500 Whitehead St.
(305) 292-3420

Marathon
Marathon Government Center
2798 Overseas Hwy, Ste. 310
(305) 289-2550

Plantation
Plantation Government Center
88700 Overseas Hwy.
(305) 852-7130



Complete steps 6-9 if you want Tax Returns & Proposed Tax Notices mailed to an agent.

**SKIP TO STEP 10
IF YOU DO NOT WANT TO CHANGE MAILING OF TANGIBLE PERSONAL
PROPERTY TAX RETURNS & NOTICE OF PROPOSED TAXES AND TAX BILL**

Step 6: CHECK IF YOU WANT TANGIBLE PERSONAL PROPERTY TAX RETURNS NOTICES DELIVERED TO AN AGENT

I want my agent to receive all communications regarding my Tangible Personal Property, including any questions, requests for information and the annual Tax Returns, Proposed Tax Notices and Tax Bill.

Note: These notices can affect your legal rights. Please be aware that we are not required by law to send you duplicate copies.

Step 7: IDENTIFY THE ACCOUNTS(S) FOR WHICH TANGIBLE PERSONAL PROPERTY TAX RETURNS NOTICES WILL BE SENT

The following Alternate Keys: _____

Continue on Attached Page(s) if Necessary

My agent will provide a list.

NOTE: The designation of an agent to receive communications only applies to properties you expressly identify and only affects notices generated after the date you file the list identifying the property within Monroe County, Florida.

Step 8: NAME THE PERSON WHO WILL GET THE TANGIBLE PERSONAL PROPERTY TAX RETURNS NOTICES

Contact Name: _____

Company: _____

Mailing Address: _____

City: _____ St: _____ Zip: _____ Telephone: _____

Step 9: DATE THE CHANGE OF DELIVERY ENDS

Date: _____

If you do not fill in a date, the agent's authority will continue indefinitely. You will then have to file a statement revoking the form or designate a new agent to end the agent's authority.

Step 10: PRINT & SIGN FORM

Name (Please Print)

Title

Signature

PLEASE PRINT & SIGN FORM

This form must be signed by the property owner, a person the property owner has specifically authorized to name tax agents; or by a corporate officer (if the owner is a corporation). A property manager or other agent should attach a copy of the document authorizing the person to designate agents.

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