

State of Maryland  
DEPARTMENT of ASSESSMENTS and TAXATION  
**DESIGNATED PROPERTY REPRESENTATIVE FORM**

A property owner may designate a representative, agent or attorney to assist in the appeal of the assessment. The owner may appear in person with the representative or the representative may appear alone without the owner being present. In order to preserve the orderly conduct of the appeal hearing, a property owner should be accompanied by not more than one such representative.

The form below or a similar written authorization may be used by an owner to designate a representative. However, if the representative files an appeal with the original or a copy of the assessment notice, no designation form is required.

Where a representative has been designated or where the representative has entered the appeal, all further notices regarding the appeal shall only be sent to the representative. Duplicate notice will not be sent, except in such instances deemed appropriate by the Supervisor of Assessments.

OWNERS NAME: \_\_\_\_\_

ACCOUNT NO.: \_\_\_\_\_

PROPERTY REPRESENTATIVE: \_\_\_\_\_

REPRESENTATIVE'S ADDRESS: \_\_\_\_\_

I HEREBY AUTHORIZE THE ABOVE PROPERTY REPRESENTATIVE TO SERVE AS MY AGENT FOR THE PURPOSE OF REPRESENTING ME IN THE APPEAL OF THE ASSESSMENT FOR THE TAX YEAR \_\_\_\_\_.

I UNDERSTAND THAT ALL FURTHER CORRESPONDENCE REGARDING THIS APPEAL WILL BE SENT TO MY PROPERTY REPRESENTATIVE.

\_\_\_\_\_  
PROPERTY OWNER SIGNATURE

\_\_\_\_\_  
PHONE NUMBER

\_\_\_\_\_  
PRINTED NAME OF ABOVE

\_\_\_\_\_  
DATE

This form seeks information for the purpose of a authorizing a representative to assist in the assessment appeal process on the indicated property. Failure to provide this information will result in denial of our request. However, some of this information would be considered a "personal record" as defined in State Government Article, §10-624. Consequently, you have the statutory right to inspect your file and to file a written request to correct or amend any information you believe to be inaccurate or incomplete. Additionally, personal information provided to the State Department of Assessments and Taxation is not generally available for public review. However, this information is available to officers of the State, county or municipality in their official capacity and to taxing officials of any State or the federal government as provided by statute. Additionally, if your property would be used by the State Department of Assessments and Taxation as a comparable for purpose of establishing the value of another property in a hearing before the Maryland Tax Court, the requested information, or a portion thereof, may have to be provided to the owner of that other property.